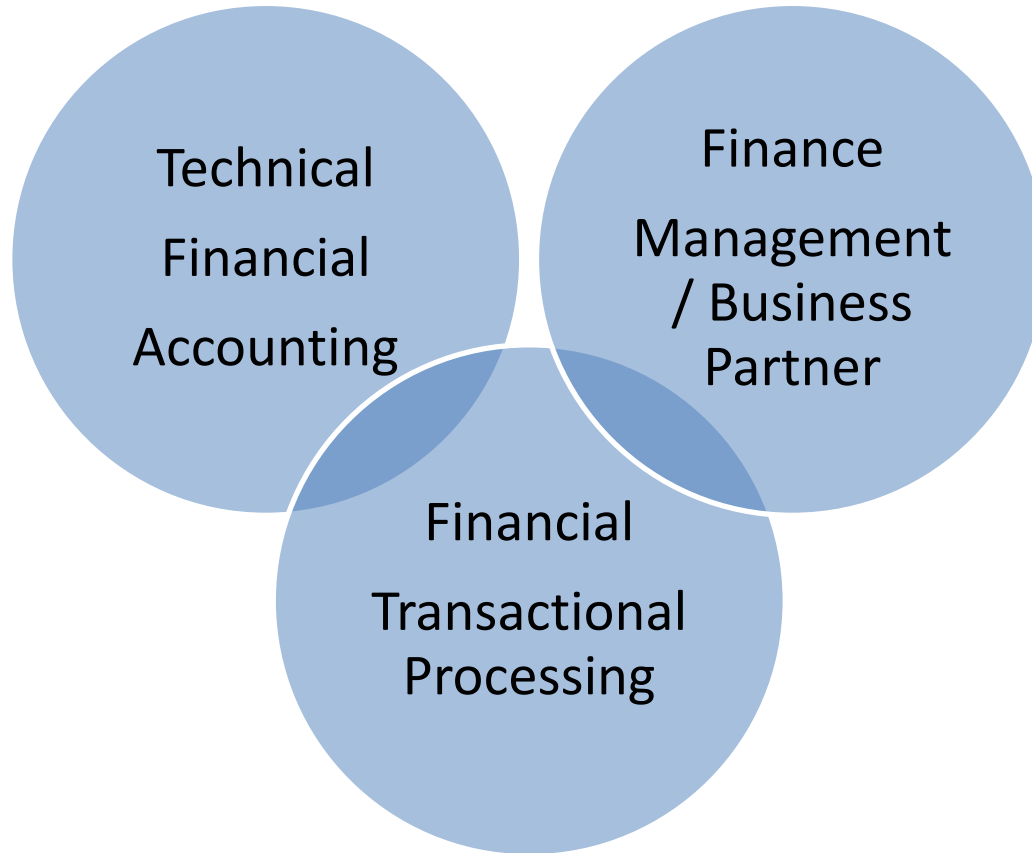# Careers in NHS Finance, Procurement and Informatics

NHS in North East and Cumbria

- Finance, Procurement and Informatics departments in most NHS organisations.

- 1,000 Finance Staff

- 500 Procurement Staff

- 2,500 Informatics Staff

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Technical Financial Accounting

Finance Management / Business Partner

Financial Transactional Processing

If you enjoy detail and problem solving : Consider Transactional Finance

- Accounts Payable Clerk

- Financial Analyst

- Management Accountant

Knowledge and Skills :

- Analytical Thinking: Problem-solving and reasoning skills

- Ability to process and/or reconcile large volumes of information

- Highly Detail-oriented: Ensure accuracy of information and completeness of transactions processed

- Must be able to identify discrepancies and unusual transactions

- Strong keyboarding proficiency

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If you enjoy maths: consider Technical Accounting Roles

- Financial Accounts Assistant

- Financial Analyst

- Management Accountant

Knowledge and Skills :

- Accounting: Ability to conduct cash flow analysis, reconcile assets/cash balances and review transactions for accuracy

- Ability to review financial information/document and capture relevant and accurate information in reports, notes or financial statements

- Proven ability to be highly detail-oriented

- Strong analytical thinking: problem solving and reasoning skills

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If you enjoy working with people: consider working with clinicians to support development of service and quality of patient care

- Costing Transformation officer

- Head of Operational Finance

- Finance Business Partner

Knowledge and Skills :

- Ability to influence day to day decisions, shaping strategy and the direction of the business

- Translate and interpret financial information to non financial staff

- Have strong core business skills including influencing, stakeholder management and presentation skills

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Buyer / Contract Management

Materials Management / Logistics

skills development network

If you are a people person and love talking to people :
consider working in procurement

- Procurement Buyer

- Purchasing Assistant

- Contract Manager

Knowledge and Skills :

- Understand the complete supply chain from understanding an identified need for a service or product, through knowing the provider market, the tendering, to selecting and awarding process

- Liaises with suppliers to encourage them to meet organisational purchasing needs;
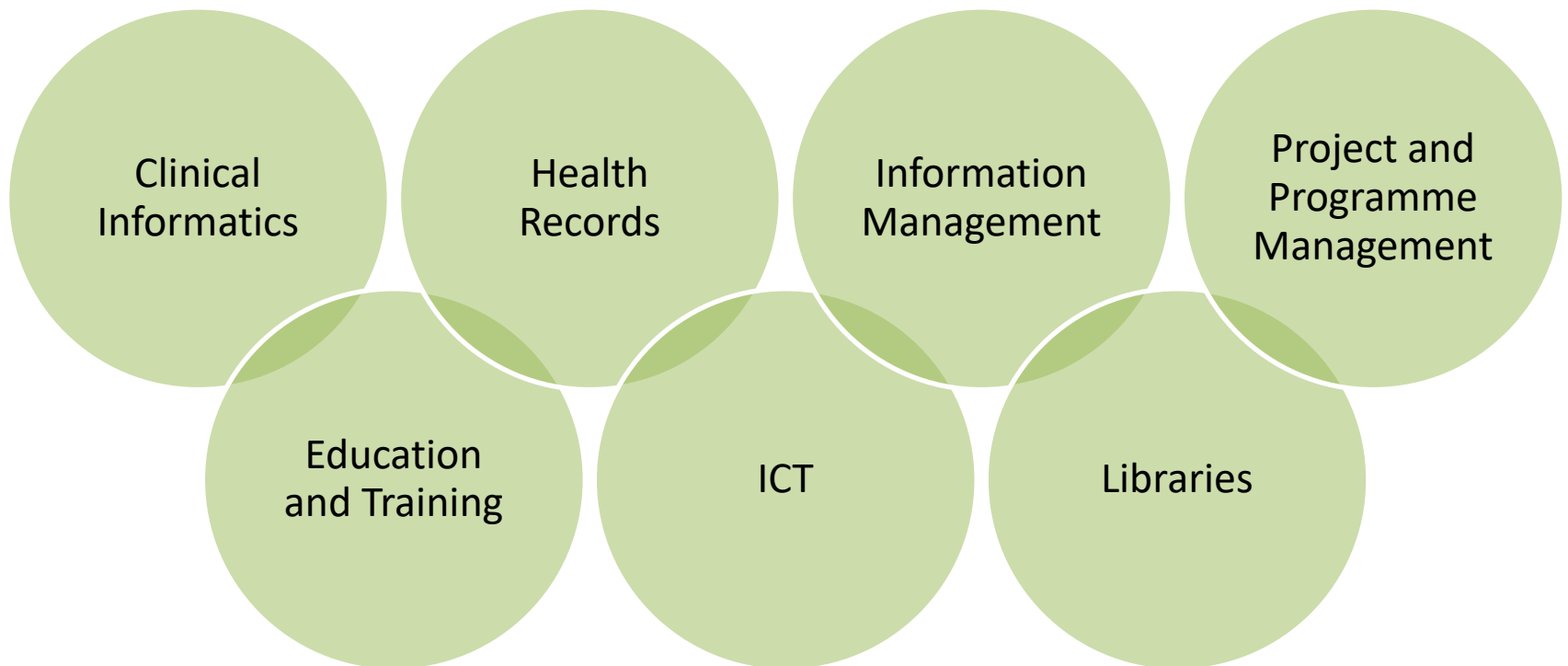
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If you are someone who is very organised : consider working in materials management or logistics

- Materials Management Assistant

- Stock Controller

Knowledge and Skills :

- Actively manage stock levels in wards

- Able to communicate to everyone at all levels

- Receive, store and deliver product deliveries at the right time.

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Clinical Informatics

Health Records

Information Management

Project and Programme Management

Education and Training

ICT

Libraries

skills development network

Clinical Informatics : Healthcare staff capturing, communicating and using clinical info to benefit health services

*   Clinical Informatics Researcher

*   PACS (Picture Archiving Comms System) administrator

*   Pathology System Manager

Those who want to find ways of making services better through the imaginative use of information.

A clinical background means you have a thorough understanding of the operational side of services, while you are likely to be interested in harnessing the power of IT and data to make those services work better.

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Education and Training : People who have an interest in developing the skills of others and a strong knowledge of the latest ICT.

- IT Trainer : Working in training or IT departments and clinical areas, they train healthcare professionals in computer literacy, clinical systems and other applications, and in the use of IT and software.

They need to be comfortable delivering training to individuals and/or groups, and have good interpersonal skills.

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Health Records and Patient Administration: Health records and patient administration staff collate, store and retrieve records used in diagnosis and treatment.

- Health records assistant.

- Medical Summariser

- Waiting List co-ordinator

They need to be those with an acute attention to detail and a commitment to patient confidentiality.

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Information and Communication Technology: Diagnose and fix faults, support staff who use the systems, and develop improvements.

- ICT Support technician.

- ICT test analyst

- Network Manager

- Service Desk Operator

- Systems Developer

- Telecomms Manager

They need a natural flair for computing.

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Information Management: Staff in information management gather, analyse, interpret and present information about health and healthcare to improve services and patient care.

- Clinical Coder.

- Data Quality Manager

- Information Analyst

- Information Governance Manager

- Planning and Performance Manager

They need to be able to interpret statistical data and turn it into meaningful information.

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Libraries, Knowledge and Information Services: source and supply the evidence to make decisions on treatment options, patient care and safety, commissioning, policy and service transformation, and to enable lifelong learning, undertake research and drive innovation.

• Librarian.

• Clinical Librarian

You may run complex literature searches to support patient care, research and improvements in health services, summarise the evidence and manage organisational knowledge.

skills
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Programme and Project Management: identifying service requirements, working with systems developers and implementing final products. Ensuring projects are delivered within quality, time and cost constraints is a key part of the role.

- Business Analyst.

- Project support officer

- Project Manager

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Why join the NHS Finance, Procurement or Informatics

- The NHS supports individuals working towards their professional qualifications with study leave, financial support toward the cost of the qualification and with access to accredited courses that will support you in your studies.

- Whether or not you want to undertake a professional qualification there is a range of development opportunities available to you to support you in achieving your career goals.

- The Skills Development Network (SDN) provide learning materials and courses covering a range of topics including both technical skills and softer personal development skills.

- Opportunities in your local organisation to shadow other team members or to take short-term placements or secondments in another team can help to develop your career and gain a range of experience.

- Nation wide support networks and opportunities

skills development network

Apprenticeships

- Individual NHS employers such as provider trusts, and Clinical Commissioning Groups (CCGs) often offer apprenticeships which provide an excellent opportunity to gain work experience and achieve nationally recognised qualifications at the same time.

- On many occasions, you may be offered permanent employment at the end of your apprenticeship period; some who have entered by this route have gone onto senior positions within the NHS!

- You can search and apply for apprenticeship roles in the NHS on the NHS Jobs website: www.jobs.nhs.uk and you can also find further information about apprenticeships on the government's apprenticeship website: www.gov.uk/topic/further-education-skills/apprenticeships.

Entry Level Jobs

Some posts require few academic qualifications and will just be advertised on the NHS Jobs website, mainly requiring computer skills, being numerate and having a good standard of literacy

WWW.JOBS.NHS.UK

We are now *actively* encouraging applications from people of a wide diversity of characteristics and are currently asking for all entry level jobs to remove any mention of requiring NHS experience to encourage people to apply.

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Graduate Schemes

- There are national graduate schemes for finance and for informatics which provide a number of years training plus professional study.

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Resources

- https://www.healthcareers.nhs.uk/explore-roles/health-informatics

- https://www.futurefocusedfinance.nhs.uk/finance-careers

- A Career in NHS Finance video

- https://nhsprocurement.org.uk/careers-in-nhs-procurement/

- www.jobs.nhs.uk/

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Thank You

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