

NHS FINANCE 'INSIGHT & EXPERIENCE PLACEMENTS'

EXAMPLE PLACEMENT STRUCTURE

12-MONTH SCHEME DELIVERY - EXAMPLE

1 week before placement begins

Induction for young people

A one-day event that brings together all young people from each region to introduce them to their Placement Manager from the NHS organisation they will be placed in, and to give them a simple 'Intro to NHS Finance' session along with general IT and computer induction skills/ training.

Location, timings, and agenda TBC by One NHS Finance

12-month placement begins

Throughout the 12-month placement, each young person will gain experience and exposure to different departments / teams within their organisation's finance department. A programme of online workshops delivered by One NHS finance and the regional academy will run alongside the placement where the young people will access training for different basic skills to help them throughout the placement and for their future career development such as basic excel skills, application and interview techniques etc.

EXAMPLE PLACEMENT STRUCTURE

Months 1 – 3

Placed within Management Accounts

- introduction to entry level role
- meeting the team and department
- basic finance admin tasks
- attendance / shadowing meetings

Online skills development workshop delivered by National Finance Academy during these months.

Months 4 – 6

Placed within Costing

- move to next role / finance department
- further finance role development

- meeting other departments – clinicians, HR, IT etc
- 6-month review / check in

Online skills development workshop delivered by National Finance Academy during these months.

During 6-month review

Review meeting to take place with each young person to understand which area of finance they enjoyed the most / found interesting. Work with them to ensure they're enjoying the scheme so far and want to continue. Iron out any issues / challenges.

Months 7 – 9

Placed within Payroll

- project experience
- overview of accounting qualifications
- attendance at HFMA / SDN event (with finance 'buddy')

Online skills development workshop delivered by National Finance Academy during these months.

Months 10 - 12

Placed within Financial Management

- shadowing senior finance members
- finalising work and projects
- planning for next steps – apprenticeship, Band 2 opportunities etc
- end of placement review

Online skills development workshop delivered by National Finance Academy during these months.