

FINANCE

- ◆ Accounts Payable:
 - ◇ Procure to Pay
 - ◇ Self-service Requisitioning and Authorisation
 - ◇ Helpdesk Support
- ◆ Accounts Receivable:
 - ◇ Sales Order – Cash Receipting
 - ◇ Credit Control
 - ◇ Cash Forecasting and Investment
- ◆ Financial Systems:
 - ◇ System Design, Build and Implementation
 - ◇ Reporting
 - ◇ Training
 - ◇ Maintenance and Helpdesk Support
- ◆ Management Accounts:
 - ◇ Business Support and Reporting
- ◆ Financial Accounts:
 - ◇ Statutory Accounts Preparation
 - ◇ Agreement of Balances (Debtors & Creditors and Income & Expenditure)
 - ◇ Monthly Balance Sheet Reporting and Review
- ◆ Charitable Funds:
 - ◇ Monthly Fund Holder Reporting
 - ◇ Annual Accounts Preparation
 - ◇ Charity Committee Reporting
- ◆ Capital Accounting:
 - ◇ Fixed Asset Management
 - ◇ Maintenance, Forecasting and Statutory Reporting
- ◆ Hosted Services:
 - ◇ Agresso Finance System
 - ◇ Payroll

HEALTH INFORMATICS

- ◆ Information and IT Strategy Production and Planning
- ◆ IT Infrastructure:
 - ◇ Planning
 - ◇ Procurement
 - ◇ Implementation
 - ◇ Training
 - ◇ Support
 - ◇ Management
- ◆ External Contract Management:
 - ◇ BACS Bureau
 - ◇ Print Bureau
 - ◇ 24 Hour Help Desk Access
 - ◇ NHSNet
- ◆ Information Systems Management:
 - ◇ System Integrity Management
 - ◇ Application Support
 - ◇ Data Standards
- ◆ Information Governance:
 - ◇ Design
 - ◇ Implementation
 - ◇ Operation
- ◆ Library & Knowledge Management Services:
 - ◇ Website Design
 - ◇ Website Information
 - ◇ Website Provision

ESTATES & FACILITIES

- ◆ Procurement
- ◆ Facilities Management:
 - ◇ Cleaning
 - ◇ Portering
 - ◇ Catering
 - ◇ Contract Management
- ◆ Estate Management
- ◆ Property Maintenance
- ◆ Design Services:
 - ◇ Feasibility Studies
 - ◇ Full Architectural and Engineering Design, including Specifications of Work
 - ◇ Cost Analysis and Control
 - ◇ Contract Supervision from Inception to Handover
- ◆ Capital Development
- ◆ Risk Management & Assessment
- ◆ Claims Management
- ◆ Statutory Training
- ◆ Project Management
- ◆ Capital Support Management
- ◆ Strategic Planning Support
- ◆ Compliance Management
- ◆ Commissioning of Non-Emergency and Patient Transport
- ◆ Fleet Car Management
- ◆ Security Management Services
- ◆ Health & Safety, Quality
- ◆ Consultancy Services
- ◆ Third Party Audits
- ◆ Performance Management

History of Berkshire Shared Services

Berkshire Shared Services (BSS), hosted by Berkshire Healthcare NHS Foundation Trust, was established in 2001 and provides a wide range of non-clinical support services to the NHS and other public sector bodies in southern England.

What we have to offer

We have, under management, over £165 million of physical and IT assets which reflects the strength and experience of our shared services portfolio as providers of support functions in Finance, Estates & Facilities and Health Informatics. Working together we bring expertise and cost effectiveness with the economy of scale allowing us to deliver added value to the business of our client organisations.

Why choose us

BSS combines the strength of expertise and flexibility clients require in the changing NHS (and wider) environment while remaining cost-effective against standard outsourcing.

Clients benefit from:

- ◆ our services being delivered effectively and economically ensuring customer satisfaction
- ◆ our development and delivery of strategies for each customer on time and on budget
- ◆ our impressive range of specialist skills in all disciplines
- ◆ our expertise in all fields as being part of the NHS we understand the needs of the public sector
- ◆ our strong commitment to all projects
- ◆ our focus on building strong working relationships



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Berkshire Shared Services

