

# HEART OF ENGLAND FOUNDATION TRUST

## JOB DESCRIPTION

**TITLE:** Deputy Finance Director

**ACCOUNTABLE TO:** Finance Director

**KEY WORKING RELATIONSHIPS:** Staff within the Finance, Operations Directors and Clinical Directors

### 1 JOB PURPOSE:

The Deputy Finance Director will play a fundamental role supporting the Finance Director in the provision of effective high quality financial management and financial services to the Trust. You will work at a strategic level and contribute to the Trust's major financial decision making, whilst also providing leadership to the Finance Directorate. You are required to uphold the Trust's core values and strategic vision.

<b>Internal</b>	<b>External</b>
Finance Director	Department of Health
Non Executive Directors	Strategic Health Authorities
Executive Directors	Primary Care Trusts
Clinical Directors	Other NHS Trusts
Senior Management	City Councils.

### 2 JOB SUMMARY:

1. To work at a strategic level and contribute to the Trust's major financial decision making.
2. To provide expert finance support and advice in all areas, including highly complex financial issues, to the Finance Directors, Trust Directors and Senior Management.
3. To contribute to, formulate and where appropriate lead the Trust's financial strategy, financial performance management processes in order to meet Trust's objectives. This includes leading the financial planning and budget setting processes.
4. To support the Finance Director in the provision of effective high quality financial management and financial services to the Trust.
5. To work autonomously, interpreting and overseeing the implementation of national and local policies.
6. To provide leadership to the Finance Directorate on a day to day basis and to provide leadership in the management of change both within and outside the Directorate. This includes day to day line management responsibility to all departments within the Finance Function.

7. To provide timely and accurate financial and performance information for Corporate, Internal and External reporting.
8. To deputise for the Finance Director.
9. To participate on the Executive On Call rota.

### **3 PRINCIPAL DUTIES**

#### **1. Corporate Role**

2. To contribute comprehensively to the development of the Trust's financial strategy in order to achieve the Trust's objectives.
3. To support the Finance Director in the establishment of Trust wide policies and procedures to maintain, monitor and improve the quality of total care and the efficient use of resources.
4. To provide leadership in the management of change both within and outside the directorate.
5. To support the Finance Director in ensuring that Board members, Senior Clinicians and other Senior staff are aware of national and local financial policy, identifying impact to the Trust and any associated risks.
6. To provide expert professional advice relating to highly complex NHS and national finance policies to subcommittees of the Trust Board and Trust Board members, (such as the HR subcommittee).
7. To act as the finance lead on major capital projects as appropriate.
8. To deputise for the Finance Director.
9. To participate on the Executive On Call Rota, providing leadership to the organisation. This entails supporting the senior managers on call and making key decisions with regards to the running of the Trust out of hours, liaising with the Chief Executive and other Directors of external organisations as appropriate.

#### **4 COMMISSIONING**

1. To take the lead role in the Trust on all service commissioning issues, working closely with Executive Directors, Commercial Finance Managers and Operational Directors.
2. To act as the Trust's principal liaison between the Hospital and all Commissioners of patient care services and pursue the Health Community's objective of delivering optimum health care to local people.
3. To provide strategic advice to the Trust on its role within the Health Economy.
4. To ensure that robust monitoring and reporting systems are in place to monitor financial and activity performance against LDP Contracts (SLA's) and ensure full recovery of costs via new Payment by Results tariff.
5. To supervise and facilitate the development of costing across the Trust to inform the overall commercial strategy in line with Payment by Results.

6. To develop LDP performance management systems that meet the needs of all Commissioners and hospital management.
7. Continually prepare the Trust for changes to Payment by Results ensuring that systems are in place to account for activity and income from financial flows and that these can be matched to actual costs.
8. To ensure all areas of risk to income are adequately identified and appropriately reported.
9. To ensure all areas of income (both NHS and Non-NHS) are fully accounted for and any risks appropriately managed).
- 10 To Provide detailed and strategic input into the Trust's 10 year commissioning strategy to support the rolling 10 year FT financial plans.

## **5. COMMERCIAL PLANNING**

1. To take a lead role in setting the annual and 10 year policy and timetable for setting annual income and expenditure budgets. These will be fully integrated and driven by agreed LDP activity targets.
2. To take a lead role in setting the annual and 10 year Working Capital Plan including cash flow forecast and balance sheet targets.
3. To take a lead role in setting the annual and 10 year Capital Programme including identifying funding requirements and sources for all capital spend.
4. To take a lead in supporting the Trust in setting realistic and achievable CIP/efficiency plans both on an annual basis and for the 10 year strategy.
5. To provide timely, accurate and meaningful performance reports on all of the above on a regular basis.
6. To be responsible for monitoring the Trust's progress against its 5 year Foundation Trust Strategy and reporting quarterly to the FT monitor, making recommendations to the Finance Director and Executive Directors as appropriate.
7. To ensure that a strategy and action plan is agreed annually and fully implemented to ensure the completion of a set of annual unqualified financial statements.
8. To take a lead role on Trustwide major strategic and commercial developments ensuring that high quality business cases are prepared that will deliver commercial targets and success. Ensure that post project evaluation is undertaken.
9. To take the lead ensuring robust processes to carry out post investment appraisal of benefits realisation.

## **6 FINANCIAL MANAGEMENT**

1. To lead on the budget setting/financial planning process across the Trust, setting out short term and long term strategies and identifying associated organisational risks.
2. To set the overall Trust financial plan. This includes developing and implementing Trust policies and procedures and providing key advice to set and agree annual budgets for Groups and Departments, ensuring consistency across the Trust.
3. To ensure that revenue and capital budgets are set within approved resources limits, related to service agreements and to maintain a budgetary control system to meet the Trust's obligations. This includes developing processes and communications links to

ensure that financial plans are co-ordinated with capacity, service and manpower plans as well as PCT service level agreements.

4. To support the Finance Director in ensuring that the Trust Board and budget holders have regular and accurate information to manage delegated budgets, providing expert professional advice and assistance as required. This includes preparing Board and Committee papers and identifying key risks.
5. To review business cases, ensuring that they are financially viable, that complex financial information has been considered, and risks are highlighted, and clear plans to deliver the benefits.
6. To actively promote best value improvements and cost efficiencies with the Trust
7. To undertake ad hoc reviews into variations in performance for corporate and senior management.
8. To support the Finance Director as required in presenting reports and expert analysis to the Finance & Audit Committees on financial and activity performance and other matters.
9. To assist in the monitoring of charitable income and expenditure in accordance with the requirements of the Charities Act, including the preparation of annual financial statements and reports in prescribed formats.
10. To monitor and develop budgets for the Finance function ensuring that appropriate resources are allocated to provide the required level of service, authoring expenditure as appropriate.

## **7 FINANCIAL SERVICE ROLE**

1. To support the Finance Director in maintaining and presenting as required the Statutory Annual Accounts of the Trust in accordance with Standing Orders and Standing Financial Instructions and requirements of the Department of Health and Secretary of State.
2. To lead the statutory accounts process, ensuring that the relevant resources are available and appropriate systems are in place, in order for the statutory accounts to be produced on time, liaising with external auditors.
3. To ensure the effective provision and delivery of financial services to the Trust, including banking arrangements, the control of cash, investments and collection of income.
4. To ensure the effective operation and maintenance of financial ledgers and associated feeder and support systems
5. To ensure the provision of the paymaster function and creditor payments for the Trust.
6. As required, to prepare forecast and actual financial results of the Trust, produce income and expenditure accounts, balance sheets and source and application of funds statements and other statements required by Government agencies.
7. To act as the finance lead in the capital planning process, co-ordinating the production and management of the Trust's capital programme.

8. Ensure the operation of an appropriate internal audit function including a full Counter-Fraud service, interfacing with external auditors, the Audit Commission, National Audit Office and other relevant agencies.
9. As required, ensure that the financial aspects of the asset register of the Trust are maintained and that capital charges information is updated as appropriate.
10. To ensure that the Finance department has appropriate systems in place to account for new national initiatives. E.g. Payment of Results.
11. Responsible for the development and performance monitoring of contracts relating to provision of services such as payroll, system support.
12. Ensure the production of annual reference costs and the use of these and other analysis, to ensure the Trust is operating efficiently and effectively.

## **8 INFORMATION & PERFORMANCE**

1. To ensure the timely and accurate provision of Commercial reporting via the use of KPI's to the Operational Board, Finance Committee and other Trust Committees.
2. To ensure that accurate, timely and integrated monthly performance management reports are produced for all Business Units and Directorates within the Hospital and to Primary Care Trusts.
3. To support the development of an integrated electronic Performance Management Information System.
4. Support the development of an effective Performance Management Framework for key clinical indicators via the use of Dr Foster.
5. Implement a set of KPI's to enable the performance of Finance's services and support to be measured.
6. To support the development of improved Performance Management Reporting for working capital, cashflow, capital and balance sheet analysis.
7. To actively seek the views of all major stakeholders of Finance on the quality and format of Performance Management Information and continually improve our reporting to meet their demands.

## **9 SYSTEM AND PROCESS DEVELOPMENT**

1. lead the development of financial systems and processes in the Finance Directorate and across the Trust, ensuring that the most efficient and effective methods are used to manage the financial and accounting practises. This includes constantly reviewing and updating processes and practises.

2. Undertake surveys and reviews of the systems and processes, which lead to improved quality of service.

## **10 PROCUREMENT**

1. To continually refine the organisational approach to Procurement and Supply Chain across its non-pay spend delivery annual recurrent savings.
2. Drive change and embed a commercial culture across the organisation.

## **11 MANAGEMENT DEVELOPMENT AND LEADERSHIP**

1. Have direct line management responsibility for the Finance Function, including overseeing the contracts for shared services.
2. Lead, motivate and manage the relevant teams. Manage and develop the individual performance review processes, including staff training and development.
3. As required, to contribute to management development programmes for senior, middle and junior management, particularly in relation to financial management and service performance development objectives.
4. Support the Finance Director in ensuring that budget holders are adequately equipped and trained for their role.

## **12 PARTNERSHIP WORKING**

1. To identify and pursue opportunities to develop the Trust's services commercially as part of, and in conjunction with, the Local Health Economy.
2. To lead the development of the Trust's approach to working in partnership with external bodies.
3. To take a lead role on providing dedicated financial support to any commercial partnership developments and business cases.

## **13 FINANCIAL CONTROL & RISK MANAGEMENT**

1. To lead on the management of risk within the Finance Department, ensuring that systems are in place to identify risk and take corrective action in a timely basis.
2. To ensure that all departments implement systems, policies and procedures to ensure significant compliance with all controls assurance standards.

3. To ensure that there is a sound internal financial control environment within Finance and the Trust.
4. To influence the annual review undertaken by internal audit and be responsible for ensuring that all recommendations and actions are implemented on a timely basis within Finance and across the rest of the Trust.

#### **14 OTHER**

1. To undertake any other ad hoc duties as required by the Director of Finance that are commensurate with the post.





**HEART OF ENGLAND FOUNDATION TRUST**

**PERSON SPECIFICATION**

**Deputy Finance Director**

<b>1 KNOWLEDSGE</b>	<ul style="list-style-type: none"><li>▪ How the NHS works-The NHS Finance Regime</li><li>▪ Knowledge of Health service commissioning</li><li>▪ How clinical directorates work and the involvement of medics in management.</li><li>▪ Performance management and business planning in a complex organisation.</li><li>▪ Balance Sheet structure including importance of debt collection and cash flow.</li></ul>	<ul style="list-style-type: none"><li>▪ LDPs and locality commissioning.</li><li>▪ Benchmarking, clinical coding, activity reporting, waiting list modelling, forecasting techniques.</li><li>▪ Payment by Results and Choice.</li><li>▪ FT financial regime.</li></ul>
<b>2 QUALIFICATIONS.</b>	<ul style="list-style-type: none"><li>▪ Qualified Accountant (CCAB)</li><li>▪ Evidence of continued professional development.</li></ul>	<ul style="list-style-type: none"><li>▪ Management qualifications.</li></ul>

<p><b>3 EXPERIENCE/ KNOWLEDGE</b></p>	<p>Minimum of 7 years recent in depth experience in a strategic finance role in a complex organisation.</p> <p>Minimum of 7 years strategic experience of financial management.</p> <p>Minimum of 7 years of leadership and management of staff.</p> <p>Expert knowledge of financial legislation and accounting procedures.</p> <p>Proven track record of influencing senior managers over complex issues that have a financial impact.</p> <p>Comprehensive understanding of finance across complex organisations.</p> <p>Proven track record of working autonomously to provide successful and sustained financial management.</p> <p>High level of experience in inputting to and influencing highly complex business cases.</p> <p>Successful track record of working to multiple and tight deadlines.</p> <p>Successful track record of working to a Board Director, including deputising at Trust Board meetings etc.</p> <p>Comprehensive experience of leading the financial planning and budget setting processes of the organisation, identifying financial risks.</p> <p>Comprehensive understanding and experience of strategic planning and of commissioning services from a range of providers.</p> <p>Comprehensive experience of: interpreting and implementing national financial policies, developing Trust wide strategic financial policies and procedures and influencing other strategic organisational policies and procedures.</p> <p>Successful delivery of significant organisational and financial change. This</p>	
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	<p>includes constantly reviewing and updating financial procedures.</p> <p>Sound knowledge and understanding of Government policy and healthcare issues.</p> <p>Experience of successful working with multi professional groups and senior managers in other agencies.</p> <p>In depth experience of monitoring budgets and providing comprehensive financial advise.</p> <p>Knowledge of current issues in the NHS and the changed nature of healthcare provision</p> <p>Understanding of the environment in which the Trust operates.</p> <p>Awareness and knowledge of Clinical and Corporate Governance</p> <p>Understanding of the corporate and statutory duties of NHS Trusts.</p>	
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<p><b>4 SKILLS AND ABILITIES</b></p>	<p>Ability to lead, facilitate and involve people and groups from different disciplines.</p> <p>Ability to work autonomously, interpreting and implementing national and local financial policies.</p> <p>Ability to analyse and interpret highly complex financial matters, clarifying key points of issue.</p> <p>Ability to forward plan, prioritise and project manage to deliver successful outcomes</p> <p>Highly developed, influencing, analytical and negotiation skills.</p> <p>Professional, clear and effective communication and presentation skills.</p> <p>IT literate and able to design and use spreadsheets.</p> <p>Ability to produce strategic financial plans.</p> <p>Ability to produce concise financial reports with tight time constraints</p> <p>Ability to present and explain financial information to other staff and managers and in formal presentations.</p> <p>Ability to demonstrate strategic and innovative thinking.</p> <p>Ability to work as a team player.</p> <p>Ability to influence both external and internal contacts both verbally and in writing.</p> <p>Very high degree of tact required in order to maintain relationships with PCTs Strategic Health Authorities.</p> <p>Able to get key messages across from complex meetings</p>	<ul style="list-style-type: none"> <li>▪ Undertaken training for medics.</li> <li>▪ Lecture in house or external courses.</li> <li>▪ Investors in People and / or EFQM Excellence experience.</li> </ul>
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	<p>Understand delegation and accountability.</p> <p>Self confident, motivated and able to inspire confidence in others.</p> <p>Ability to motivate other staff and bring out the best in them.</p> <p>Ability to work autonomously, interpreting national and local policies.</p> <p>Ability to work under high levels of pressure, ensuring deadlines are met.</p> <p>Excellent interpersonal skills and the ability to develop effective relationships with others</p> <p>.</p>	
<p><b>5 MOTIVATION</b></p>	<ul style="list-style-type: none"> <li>▪ Wants to add value to an organisation</li> <li>▪ Sees this as a progressive career move.</li> <li>▪ Next step Finance Director</li> <li>▪ Moving into not out of a job</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has been involved in HFMA working parties.</li> <li>▪ Supports out of hours activities.</li> </ul>