

# HEART OF ENGLAND NHS FOUNDATION TRUST

## JOB DESCRIPTION

<b>JOB TITLE</b>	Deputy Head of Income & Contracting
<b>DEPARTMENT</b>	Strategic & Commercial Finance
<b>ACCOUNTABLE TO</b>	Head of Income & Contracting
<b>KEY WORKING RELATIONSHIPS</b>	Finance Director Head of Operations Deputy Finance Director Divisional Finance Managers Finance Managers Directorate General Manager Chief Financial Controller Medical Directors Clinical Directors

### **MAIN PURPOSE OF JOB:**

Responsible for assisting the Head of Income & Contracting for the commissioning activities of the Trust ensuring all income due to the Trust is identified, captured in a legally binding service level agreement, recorded and proactively collected by the Trust in accordance with its credit control protocols. Monitoring the risks associated with contractual activity for escalation to the Head of Income & Contracting.

### **The post has eight principle objectives:**

1. To assist the Head of Income & Contracting in ensuring the Finance Director and Board are fully briefed on the commissioning objectives of the Trust and that they understand how any issues relating to delivering the commissioning objectives will be managed.
2. To assist the Head of Income & Contracting in ensuring all types of income due to the Trust is identified, contracted for, recorded and collected within agreed timescales. To provide income and financial monitoring to support the financial reporting of the Trust.
3. Production of robust, reliable and user-friendly activity and income information for reporting to Trust. Continuous review of data requirements and response to meet changing requirements.
4. Have a comprehensive technical understanding of payment by results and be able to assist in ensuring that the Head of Commissioning can monitor its implementation.
5. All income is correctly recorded each month in line with agreed guidelines and policies.
6. Continuous review of systems and procedures to improve the way the Trust records and collects income. Ensuring the Systems Development team plan and implement recommendations so that improvements are delivered.

7. To work closely with the Chief Financial Controller and staff to ensure all debts are collected within agreed payment timescales and the Treasury Management Policy is adhered to.
8. To recognise and communicate levels of risk attached to income and incorporate this into monthly reporting.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### Income Reporting and Analysis

1. To assist the Head of Income & Contracting in producing and managing the plan for providing monthly activity and information data to agreed timescales to the Clinical Board, Directorates and budget managers and identify risks and discuss issues with relevant managers including Clinical Heads.
2. To assist the Head of Income & Contracting in planning the annual commissioning process taking into account legislation changes, commissioning principle changes, local commissioning framework changes and changes to commissioning reporting requirements, taking account of all internal and external stakeholders expectations.
3. Assist in the negotiations during the commissioning process and reporting progress to organisation, highlighting where the Head of Commissioning is required for issue resolution in reaching LDP agreements.
4. Responsible for the production and presentation of high quality, concise reports on complex financial issues for a non financial audience to all levels of an organisation from board member to operational budget holder in a 'non-finance language' having the knowledge and experience to undergo scrutiny of the information in the reports.
5. Responsible for making recommendations to the Head of Commissioning for the long term management of the commissioning process and for the development of commissioning objectives, to support the long term objectives of the overall finance strategy.
6. To ensure patient and coding data provided by Medicine and Surgery areas is reviewed to confirm it is reliable and reasonable.
7. Ensure CCG terms and conditions are applied correctly when calculating financial effect of activity over/under performance.
8. To develop and maintain a comprehensive financial and performance management information systems to deliver required information to the Trust.
9. Regularly meet with the Directorate General Managers and Clinical Directors to review activity, income and performance.
10. Be innovative in presentation of performance information to ensure the correct message is delivered to all levels of the Trust and that the commissioning issues are effectively managed and resolved.
11. Identify threats to financial viability and agree corrective action plans with the relevant clinical or non clinical managers. These plans will require monitoring thereafter to ensure that overall financial viability is being maintained.

12. Develop real-time activity forecasts alongside Directorates that deliver the financial objectives of the Trust.
13. Provide advice on the planning process within Directorate looking at ways to develop services and facilitate the delivery of the NHS Plan.

### **Costing and Capacity Planning**

1. Contribute to the development of costing methodologies and mechanisms to ensure that all hospital costs are accurately reflected in prices and Reference Costs particularly in the area of activity.
2. To assist the Head of Commissioning in leading on the annual production of reference costs and their onward integration into the wider organisation.

### **Corporate Financial Policies, Strategies and Systems**

1. The post holder will be required to continue the development of corporate financial policies, strategies and systems to ensure all income due to the Trust is identified, captured in a legally binding service level agreement, recorded and proactively collected by the Trust in accordance with its credit control protocols.
2. The post holder will adhere to corporate policies, strategies and systems in the performance of the duties of the post as defined by the Head of Commissioning.
3. The post holder will be responsible for designing, developing, implementing and maintaining finance and commissioning contract management systems to meet the organisations increasing requirement for income and contracting information.

### **Staff Development**

1. To provide leadership and development to Corporate Contracts Supervisor, Corporate Cost Accountants and Information Manager.
2. To assist the Head of Commissioning in providing leadership and development to the Contracting Team.
3. To identify issues within the departments by regular one to one meetings with the Corporate Contracts Supervisor, Corporate Cost Accountants and Information Manager. Escalation of issues identified for resolution.
4. Appraisal of Corporate Contracts Supervisor, Corporate Cost Accountant and Information Manager in accordance with the appraisal policy providing input into the training needs of the Corporate areas and its training plan.

### **Education and Training**

1. Contribute to Corporate training plan for consolidation with Medicine and Surgery training plans.
2. Deliver and contribute to development and maintenance of Financial Management training programmes for managers at all levels throughout the Trust.
3. Participate in the training of staff in financial and performance matters.

4. Deliver and develop and maintain Financial Management training programmes for managers at all levels throughout the Trust.

### **Other**

1. To deputise for the Head of Income & Contracting at all levels as and when required.
2. Other ad hoc roles and duties as defined by Senior Management
3. To ensure the Trust's policy on confidentiality is maintained including patient sensitive information
4. Adheres to the Trust's Freedom of Information Act
5. To ensure that the duties of the Commissioning Team are covered during periods of absence due to annual leave, sickness etc.
6. Implement departmental policies and procedures within work area
7. Provide assistance to Auditors

### **Infection control**

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department or as directed by their line manager.

### **Confidentiality**

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Trust.

In accordance with the Public Interest Disclosure Act 1998 protected disclosures are exempt from this express duty of confidentiality.

### **Health & Safety**

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department or as directed by their line manager.

### **Quality Assurance**

As an employee of the Heart of England NHS Foundation Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

### **Equal Opportunities**

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

This job description is no exhaustive and is seen as a guideline for the post. It may be reviewed and changed in discussion with the post holder.

I DRIVE/JOB DESCRIPTIONS