

HEART OF ENGLAND NHS FOUNDATION TRUST

JOB DESCRIPTION - Deputy Head of Income & Contracting

Qualification	Degree Level Qualification CCAB Qualified
Demonstrable Experience	<p>3 years experience in production of management accounts in a large complex organisation.</p> <p>3 years experience of commissioning in the NHS.</p> <p>Applying knowledge and experience in negotiating complex activity and service related contracts. Managing the contracts successfully through further developing relationships with commissioners and managing the expectations of other external stakeholders, to minimise risk.</p> <p>Communicating effectively the commissioning issues regularly to the Trust relating to legislation changes, commissioning principle changes, local commissioning framework changes, changes to commissioning reporting requirements and the performance of the annual commissioning process.</p> <p>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 in a ‘finance language’ and have the knowledge and experience to undergo scrutiny of the information in the reports.</p> <p>Responsibility for calculating, negotiating and approving of annual financial income and expenditure budgets for the organisation by negotiating with key internal stakeholders to ensure budgets are realistic and affordable.</p> <p>Responsible for the production and reporting of robust and accurate costing information to inform internal and external stakeholders about how costs are created and developing scenario analysis to show they can be managed.</p> <p>Experience in working and communicating regularly with non finance managers and staff on complex finance and commissioning related issues.</p> <p>Experienced in the application of HR policy and guidance.</p> <p>Management of a team of finance professionals to include development, motivation and leadership.</p> <p>Production of action oriented reports addressing complex financial and commissioning issues to senior board level.</p> <p>Experience in successful implementation of finance and</p>

	<p>commissioning contract management systems delivering efficiencies to the organisation whilst meeting the organisation information requirements.</p> <p>Responsible for negotiating and developing service type contracts with external organisations that are legally binding and protect organisation from risk of default or adverse variation.</p>
<p>Skills/Knowledge</p>	<p>Have a comprehensive working knowledge of a public sector organisation such as the NHS.</p> <p>Ability to interpret complex financial related data focusing on critical areas to make recommendations that will have a material effect on the organisation.</p> <p>Excellent verbal communication and presentation skills, making use of industry standard products such as Microsoft Word, and PowerPoint</p> <p>Comprehensive skills in use of Microsoft Excel to include design creation and maintenance of complex financial problems.</p> <p>Ability to establish and maintain positive working relationships with colleagues at all levels of the organisation.</p> <p>Ability to solve complex operational problems by contribution to multi-disciplinary team of finance and operational personnel.</p> <p>Ability to adopt a flexible approach incorporating working as part of a team as well as having the skills to make decisions independently.</p> <p>Staff management and motivation skills.</p> <p>Ability to prioritise and meet conflicting deadlines.</p> <p>Work autonomously with delegation skills.</p>
<p>Personal Qualities</p>	<p>Deliver leadership skills whilst being a team player enabling team participation.</p> <p>Highly motivated.</p> <p>Must be able to perform consistently in stressful situations.</p> <p>Must be of smart appearance and have integrity.</p> <p>Committed to personal development and development of staff.</p> <p>Sees this as a progressive career move.</p>