



JOB DESCRIPTION

JOB TITLE:	Divisional Finance Manager (Costing)
DEPARTMENT:	Finance
ACCOUNTABLE TO:	Deputy Director of Finance
LIASES WITH;	Director of Finance Deputy Director of Finance Executive Directors Senior Finance Managers Business Consultants Senior Clinicians Budget Holders & Budget Managers Other Financial Managers & Colleagues Representatives of CCGs

MAIN PURPOSE OF JOB

1. Finance Function

Reporting to the Deputy Director of Finance the post holder will be responsible for:

- Providing comprehensive financial management and strategic support and advice to the Trust in achieving its performance objectives.
- The proactive running and development of the financial management service of the Trust. To support group duties and ensure that a professional and dynamic service is provided across the Trust to Business Units, individual budget holders and other relevant officers of the Trust.
- Responsibility for the day-to-day management and training of a team of accountants and support staff in the provision of pro active, timely, accurate and relevant financial information to meet all reporting standards and deadlines. Deals with staff discipline, staff appraisals and performance issues.
- Responsibility for providing leadership for the development of the Trust's financial systems with particular reference to PLICS, SLR and Reference Costs.
- Responsible for the development of financial ledger, costing and reporting systems to meet the needs of various departments.

KEY DUTIES AND RESPONSIBILITIES

- Lead the quarterly costing process ensuring that the timetable is managed and adhered to and that problems are highlighted and resolved.
- Co-ordinate and provide key management information relating to savings and investments and to support the Efficiency and Investment Committee.
- To continually identify areas with the scope of improving and developing system based working practices and policies, ensuring that all procedures are documented.
- To provide key inputs to the Trust Board and supporting Committees such as trend analysis etc.
- To monitor and identify financial issues and risks regarding Trust's savings plans.
- To lead the department in identifying and implementing objectives.
- To identify and maintain Key Performance Indicators (KPIs) for the department.
- Responsible for the Trust's costing team, ensuring that process are in accordance with mandatory and best practice guidance.
- To co-ordinate and lead the reference cost process, project plans, controls, liaison with staff, costing principles and provide key information to the Trust Board and supporting Committees.
- Provide lead in producing Annual Reference Cost Booklet.
- Being an authorised signatory for the Trust's bank accounts including, Charitable funds, payment to other NHS bodies, transfers between accounts, daily manual cheque payments, investments, borrowing and payments of dividends.

2 Supporting the Business Units.

The Business Consultant will support Executive Directors and support services managers in providing overall leadership and direction to the Business Units and departments

The post-holder will influence the strategic planning of service delivery and decision making within the Trust through the provision of business and financial advice and support to Executive Directors, Senior Operational Managers, Clinicians and Budget Managers. The Group Business Consultant will help deliver the Trust's group finance objectives.

The role includes specific responsibility for the provision of regular reporting of complex financial and non-financial performance management information to various individuals, groups and executive committees. Leading the annual Reference Cost Planning, contributing to the budget setting process for the Group, supporting the development of the Trust's Local Delivery Plans (LDP's) with Commissioners, identification and reporting of efficiency savings and the development of business cases. The Business Consultant will deputise for the Deputy Director of Finance across a range of strategic and operational issues as and when required.

The post-holder will have the flexibility to act autonomously with the skills to make decisions independently.

Financial Reporting

- 1 To be responsible for the accurate production of quarterly financial and performance management information and an analysis of performance along with recommendations and actions to meet targets.
- 2 Ensure that reports are of the highest quality by actively contributing to the quality assurance process and ensuring that key validations and reconciliations are completed.
- 3 Present the financial and performance information to Executive Directors and their support managers at a range of forums including the monthly and quarterly performance meeting.
- 4 Ensure that the monthly financial performance information is communicated to budget holders and that any issues are addressed in an appropriate, timely fashion.
- 5 Contribute to the completion of the statutory annual accounts including the provision of information and co-ordination of stock-takes.
- 6 Duties will require strong analytical skills including the ability to make sound judgements and decisions to minimise financial risk in situations where there is a multiplicity of targets/objectives imperfect information and no obvious precedent.

Strategic/Financial Planning

- 1 Work as a key member of the Senior Management Team to develop the Annual Business Plan for the group areas including the setting of objectives to achieve key performance targets and facilitate the delivery of the NHS plan and the Trusts strategic objectives.
- 2 Contribute to the annual financial planning process including identifying, co-ordinating and quantifying Service Developments, Cost Pressures, Cost Improvement Programmes (Cash Releasing Efficiency Savings) and Capital Bids to support the annual objectives.
- 3 Financial Planning, including the evaluation of alternative models of service delivery to ensure the achievement of performance targets and long-term financial stability.
- 4 Developing complex business models to influence capacity management decisions consistent with LDP targets and available resources.
- 5 Contribute to the annual budget setting process for the Group and contribute to the formulation of a Trust wide timetable and procedures to facilitate this.
- 6 Identify threats to the financial stability and formulate rectification measures with the relevant Executive Director and support managers. These plans will require monitoring thereafter to ensure financial viability is being maintained.

Resource Utilisation

- 1 Support the production of business cases, including leading on and taking responsibility for the accuracy of the financial analysis. This includes the application of recognised investment appraisal techniques to proposals to improve decision making and ensure that developments can withstand robust financial scrutiny.
- 2 Support negotiation of Service Level Agreements with external organisations for services provided or received to ensure that income is maximised or best value for money is achieved respectively.
- 3 Develop and monitor non-financial performance indicators (e.g. length of stay, theatre utilisation) to identify areas where the use of resources can be improved. Work with operational managers and clinicians to improve productivity and demonstrate the impact of this on financial performance.
- 4 Take the lead on benchmarking and value for money audits to ensure best practice and optimal utilisation of resources.
- 5 Work with procurement to negotiate external contracts with suppliers, including taking the financial lead on evaluation of tenders.

Costing and Capacity Planning

1. Lead the development of costings methodologies and mechanisms to ensure that all hospital costs are accurately reflected in prices and Reference Costs.
2. Co-ordinate the gathering of information from as appropriate which will enable accurate costs of individual services to be established.
3. Lead on the provision of annual Reference Costs information, ensuring ownership by Executive Directors and support managers. Pursue reasons and understanding in areas where the Trust is an outlier and liaise with operational staff to improve performance where costs are significantly above national averages.
4. Provide robust financial data to inform the negotiation of Business Cases and the Local Delivery Plans.
5. Lead on the development of PLICS and SLR within the Trust

Financial Policies and Procedures

- 1 Contribute fully to, and influence, the development of Group Financial Policies, strategies and systems and adhere to these in the performance of the duties of the post. Identify opportunities to improve and develop system based working practices, taking a lead for the Trust if required.
- 2 Support the implementation of National Policies across the Trust, for example Payment by Results, Agenda for Change.
- 3 Ensure that budget holders are trained in and comply with the Group Governance requirements as set out in the Standing Orders, Standing Financial Instructions and Scheme of Delegation.

- 4 Ensure that there are appropriate management arrangements and internal controls in place within the group areas to manage expenditure appropriately and reduce the risk of Fraud.
- 5 Implementation of Internal and External Audit recommendations.

Education and Training

- 1 Contribute to the development of a training strategy in financial and performance matters.
- 2 Participate in the training of financial and non-financial staff in financial and performance matters.
- 3 Develop and maintain Financial Management training programmes for managers at all levels throughout the Trust, including leading the Finance for Non-Finance Manager Course.

Financial Accounting

Support departments in developing and maintaining processes which deliver the Trust's Financial Accounting objectives for:

- Accounts Payable including compliance with the Public Sector Payment Policy.
- Accounts Receivable including improved debt recovery.
- Treasury Management including improvement of the Trust's cashflow.
- Statutory Accounting including the production of the Annual Accounts and quarterly returns for Monitor.

This will require close working with the Financial Services Manager to deliver a range of processes and key performance indicators to support these objectives.

Quality Assurance.

To ensure that the process of financial management takes into account the need to enhance the quality of care provided within the hospital.

Other

1. Support the contracts team in liaison with Commissioners and negotiation of contracts where input is required on a specific area of the contract.
2. Contribute to the planning, implementation and ongoing development of Financial and Operational IT systems.
3. Represent the Trust at relevant National or Regional Forums as required.
4. Any other duties commensurate with grade. These will be agreed with the postholder.

Infection control

Staff will work to minimise any risk to clients, the public and other staff from Healthcare Associated Infection including MRSA and *C difficile* by ensuring they are compliant with the Health Act 2006 – Code of Practice For The Prevention and Control of Healthcare Associated Infections (They Hygiene Code); and by ensuring they are familiar with the Trust's Infection Control Polices, located on the Intranet.

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.

As an employee you have a responsibility for data quality. All employees are accountable for the quality of data they input into Trust systems and/or document in paper-based records, and must ensure that it is accurate, complete, valid and timely 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 affect 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.

Safeguarding

Heart of England NHS Foundation Trust has a responsibility to safeguarding and promoting the welfare of children, young people and vulnerable adults who use our services. The Trust expects all staff and volunteers to share this responsibility. As part of the selection process for this post you may be required to undergo a Criminal Records Bureau check and maintain ISA registration. If you are successful appointed, you will receive confirmation of which checks and/or registration you are required to have.

The Job Description is subject to change and may be reviewed by the manager in conjunction with the post holder.

The Trust operates a no smoking policy and is working towards a smoke free environment.

