

HEART OF ENGLAND NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE:	Divisional Finance Manager
DEPARTMENT:	Finance
ACCOUNTABLE TO:	Head of Operational Finance
LIASES WITH;	Director of Finance Head of Operational Finance Executive Directors Senior Finance Managers Divisional Finance Managers Senior Clinicians Budget Holders & Budget Managers Other Financial Managers & Colleagues Representatives of StHA & PCTs

MAIN PURPOSE OF JOB

1. Group Finance Function

Reporting to the Head of Operational 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.
- Responsible for the development of financial ledger & budget system to meet the needs of various departments.

KEY DUTIES AND RESPONSIBILITIES

- Lead month end process ensuring that the timetable is managed and adhered to and that problems are highlighted and resolved.
- Co-ordinate and provide key management monthly 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 budget setting process, ensuring budgets are framed in accordance with the Trust's Business & Financial strategy.
- To co-ordinate and lead the budget setting process, project plan, controls, liaison with staff, budget setting principles, provide key information to the Trust Board and supporting Committees.
- Provide lead in producing Annual Budget 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 Divisional Finance Manager will support Executive Directors and their support services managers in providing overall leadership and direction to the Group 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 Divisional Finance Manager 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 financial planning and responsibility for 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 Divisional Finance Manager will deputise for the Head of Operational 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 monthly financial and performance management information, including the monthly management accounts and a detailed analysis of the group 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 Lead the annual financial planning process for the group areas 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 Lead 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 of the group areas 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. Contribute to 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 within the group area as appropriate which will enable accurate costs of individual services to be established.
3. Lead on the provision of annual Reference Costs information for the group areas, 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.

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.

This job description may be subject to change with the passage of time and

will be reviewed by the manager in conjunction with the post holder.

Signed manager.....

Name.....Date.....

Signed member of staff.....

Name.....Date.....

PERSON SPECIFICATION
Divisional Finance Manager

	ESSENTIAL REQUIREMENTS
Qualifications	Holder of CCAB recognised Professional Accountancy Qualification or relevant experience.
Experience	<p>5 years extensive experience of Financial Management including a minimum of 4 years experience gained at a senior (strategic) level.</p> <p>Experience of the preparation of business cases and investment appraisal techniques.</p> <p>Experience of developing team/others.</p> <p>Experience of contract management.</p>
Knowledge	<p>Good working knowledge of and proven interest in the NHS including understanding of key targets and the performance management framework</p> <p>Knowledge of specific NHS policies for example Payment by Results, Patient Choice, Foundation Trusts.</p> <p>Up to date, in depth knowledge of Financial and Management Accounting including UK Generally Accepted Accounting Practice (GAAP).</p> <p>Familiarity with relevant changes in clinical practice and the consequent impact on resource utilisation.</p>
Skills	<p>Excellent written communication skills, including the ability to produce concise financial reports and prepare complex multi faceted business cases.</p> <p>Good verbal communication and presentation skills including the ability to explain highly complex financial issues to non -financial staff and communicate sensitive or contentious information in order to influence decision making.</p> <p>Strong inter-personal skills, including the ability to establish and maintain positive working relationships with colleagues at all levels within the organisation and external stakeholders.</p> <p>Awareness of organisational politics in order to keep healthcare professionals on board with the change and resource management agenda.</p> <p>Ability to effectively lead and motivate teams to manage change and achieve organisational goals.</p>

<p>Skills</p>	<p>Flexibility to work autonomously with the skills to make decisions independently and delegate effectively.</p> <p>Proven ability to prioritise work, meet tight deadlines and utilise problem solving skills. Good understanding of operational issues and how organisational pressures effect broader resource utilisation.</p> <p>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.</p> <p>Good negotiation skills</p> <p>Ability to remain calm and perform consistently in stressful situations.</p> <p>Comprehensive IT skills including the use of Financial Systems/General Ledgers. Experience with Microsoft Office products including the ability to design complex spreadsheets and convert technical data into an accessible format. Advanced keyboard skills.</p>
<p>Other</p>	<p>Demonstrable commitment to Continuing Professional Development in accordance with the requirements of the professional bodies e.g. CIPFA mandatory scheme of 100 hours per annum.</p> <p>Member of the Healthcare Financial Management Association.</p> <p>Commitment to development and training of staff.</p> <p>Displays smart appearance and integrity.</p> <p>Adhere to and ensure compliance with relevant Health and Safety legislation.</p>