

HEART OF ENGLAND NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE:	Head of Operational Finance
ACCOUNTABLE TO:	Director of Finance
RESPONSIBLE FOR:	Operational Finance Team
LIASES WITH:	Director of Finance Director of Operations Chief Nurse Other Executive Directors as required Associate Director of Finance Head of Financial Recovery Deputy Director of Finance – Income, Contracting and Commercial Divisional Directors, Heads of Operations, Divisional Head Nurses Budget holders Representatives of external bodies
HOURS OF WORK:	37.5 per week
JOB TYPE:	Administrative and Clerical

JOB SUMMARY/PURPOSE

The Head of Operational Finance will work alongside the Director of Operations to provide financial, commercial and business leadership to the Trust's operational divisions with a combined budget of over £510 million and a workforce in excess of 10,500 employees. This is a key role in the organisation and the post-holder will influence strategic decision making through their interactions with Executive Directors, Divisional Directors and Heads of Operations (HoOs).

The post-holder will be directly responsible for the management of the Operational Finance department (circa 25 employees). The post-holder will ensure that the Divisional Finance Managers (DFMs), and their teams, are meeting high professional standards on a consistent basis in the provision of support and advice to the divisions to enable the operational delivery of the Trust's financial objectives.

The post-holder will take overall responsibility for the regular reporting of financial and non-financial performance management information, identification and reporting of efficiency savings and the robust scrutiny of operational business cases.

The post-holder will liaise with the Associate Director of Finance to co-ordinate the annual financial planning and budget setting process across operational divisions, advising on short, medium and long term strategic,

financial and business planning issues. The post holder will also support the development of the Trust's Local Delivery Plans (LDPs) with commissioners,

The post-holder will take overall responsibility for ensuring efficiency, effectiveness, integrity and business focus of financial systems and processes across operational divisions. This includes supporting the Head of Financial Recovery in delivering the sustainability and recovery components of the Trust's financial strategy.

The post-holder ensures that all statutory accounts and returns represent a true and fair view and meet financial timescales and legal requirements, interpreting these where necessary.

The Head of Operational Finance may be required to deputise for the Director of Operations or the Director of Finance as and when appropriate.

KEY DUTIES AND RESPONSIBILITIES

Financial Reporting

1. Take responsibility for the operation of the general ledger system across operational divisions to ensure accurate production of monthly financial and performance management information, including the monthly management accounts, within the timescales determined by the Trust.
2. Ensure that reports are of the highest quality by defining the quality assurance process and ensuring that key validations and reconciliations are completed.
3. Ensure there is a rigorous process of confirm and challenge to the final monthly positions and year-end forecasts of operational divisions, and that all financial forecasts are operationally owned.
4. Present financial and performance information to Executive Directors, Divisional Directors and the Heads of Operations via the monthly Operations Group.
5. Manage the financial performance of operational divisions against financial targets, using the most appropriate means available. Produce action plans to manage performance/risks and ensure that these are followed through.
6. Support the production of the statutory annual accounts including the provision of information and co-ordination of stock-takes across operational Divisions

Strategic / Financial Planning

1. Provide leadership and guidance to DFMs to develop the annual business plans for Operational Divisions, including the setting of objectives to achieve key performance targets and facilitate the delivery of the NHS targets.

2. Provide leadership and guidance to DFMs during the annual financial planning process for operational divisions including identifying, co-ordinating and quantifying Service Developments, Cost Pressures, Cost Improvement Programmes and Capital Bids.
3. Take a lead on financial aspects of Trust-wide CIP schemes and liaise with operational staff as required to ensure delivery.
4. Drive forward the continued development of the Operational Finance function in response to national policy drivers, requiring interpretation of financial and other legislation/policies for the Trust.
5. Provide leadership and guidance to DFMs during the annual budget setting process and contribute to the formulation of a Trust wide timetable and procedures to facilitate this.
6. Identify threats to the financial stability of the operational divisions and agree recovery measures with the relevant clinical or non-clinical managers, ensuring that plans are regularly maintained to address the issues.
7. The Head of Operational Finance will be expected to arbitrate in the event of a dispute between operational divisions regarding resource allocation.
8. The Head of Operational Finance will be expected to represent Operational Finance at working groups, project boards and steering groups as and when required by the Trust's agenda.

Resource Utilisation

1. Provide support and advice to DFMs during the production of business cases within the Division. This will include the application of recognised investment appraisal techniques to proposals to improve decision making. The Head of Operational Finance will take overall responsibility for ensuring that all business cases are subject to robust financial scrutiny and for the provision of financial advice to the Operations Group.
2. This requires judgements to be made on financial risks where there is no precedent and where expert opinions may conflict. The Head of Operational Finance is required to advise on certain courses of action/decisions which may have far-reaching and long-term strategic consequences for the Trust.
3. The Head of Operational Finance should ensure the Associate Director of Finance is aware of financial consequences of business cases being approved or in the pipeline.
4. Maintain a comprehensive overview of the progress of financial plans across the operational divisions, ensuring linkages are made between finance and other key plans such as capacity plans and workforce plans.
5. Ensure that there is a consistent costing methodology for Service Level

Agreements and lead the production of all contract documentation, including support to the Divisions for service specification.

6. Intervene as required in the negotiation of Service Level Agreements with external organisations for services provided by or received by operational divisions to ensure that income is maximised or best value for money is achieved respectively.
7. 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 and work with DFMs / Heads of Operations to improve productivity and demonstrate the impact of this on financial performance.
8. Ensure that operational divisions undertake regular benchmarking and value for money audits to ensure best practice and optimal utilisation of resources.
9. Work with procurement to negotiate external contracts with suppliers, and provide advice to the Director of Operations and the Director of Finance on the outcome of tender evaluations.
10. In liaison with the Associate Director of Finance, co-ordinate the annual budget setting process for the Operational Divisions, requiring judgements on the allocation of financial resources.
11. Act as Trust signatory to the bank account and take responsibility for the authorisation of expenditure in line with the Trust's Scheme of Delegation.

Costing and Capacity Planning

1. Ensure that consistent costing methodologies and mechanisms are in place across Operational Finance to ensure that all hospital costs are accurately reflected in local prices and Reference Costs.
2. Provide leadership and guidance to DFMs on the production of the annual Reference Cost information for the Trust and ensure that the process is completed in a robust and timely fashion. Liaise with operational staff to improve performance where costs are significantly above national averages.
3. Ensure that robust financial data is provided to inform the production of Business Cases and Financial Planning.

Financial Policies and Procedures

1. As required by the Director of Finance, take a lead role in the development of corporate financial policies, strategies and systems and ensure that these are adhered to 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. Ensure that budget holders within Operational Divisions are trained in

and comply with the Trust's Corporate Governance requirements as set out in the Standing Orders, Standing Financial Instructions and Scheme of Delegation.

3. Provide leadership and guidance to DFMs in the design and implementation of a range of internal control mechanisms and financial policies across operational divisions to manage expenditure, and maximise income and reduce the risk of Fraud.
4. Pro-actively identify areas of weakness in financial controls, policies and processes outside of management accounts (eg financial accounts) and convene inter-departmental meetings to drive forward appropriate changes when required.
5. Provide leadership and guidance for DFMs in the implementation of national policies.

Education and Training

1. Formulate the development of a training strategy for staff in Operational Finance.
2. Ensure that every member of staff in Operational Finance is regularly appraised and has a Personal Development Plan.
3. Develop and maintain Financial Management training programmes for managers at all levels throughout the Trust, including contributing to the co-ordination and content of the Finance for Non-Finance Managers Course.

Financial Accounting

1. Support Divisions in developing and maintaining processes which deliver the Trust's Financial Accounting objectives for:
 - 1.1. Accounts Payable including compliance with the Public Sector Payment Policy.
 - 1.2. Accounts Receivable including improved debt recovery.
 - 1.3. Treasury Management including improvement of the Trust's cash flow.
 - 1.4. Statutory Accounting including the production of the Annual Accounts and monthly returns to NHS Improvement.
2. This will require close working with the Associate Director of Finance and Chief Financial Controller to deliver a range of processes and key performance indicators to support these objectives.

Quality Assurance

1. To ensure that the process of financial management takes into account the

need to enhance the quality of care provided within the hospital.

2. To constantly review, update and upgrade information systems for managing the financial and accounting processes with the finance department.
3. To participate in reviews undertaken by Internal Audit and to design and implement management recommendations as appropriate.

Other

1. Support the contracts team in liaison with commissioners and negotiation of contracts as necessary, where input is required on a specific area of the contract.
2. Contribute to the planning, development and implementation of Financial and Operational IT systems.
3. Represent the Trust at relevant National or Regional Forums as required.

CONFIDENTIALITY

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health & Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

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.

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.

Signed Post holder _____

Name _____

Date _____

Signed Manager _____

Name _____

Date _____

PERSON SPECIFICATION

Head of Operational Finance

	Essential Requirements	Desirable Level
Qualifications/ Training	<ul style="list-style-type: none"> • CCAB qualified accountant or masters level qualification in relevant subject area • Demonstrable record of continuous professional development 	<ul style="list-style-type: none"> • Project management qualification
Experience	<ul style="list-style-type: none"> • Extensive experience of financial management including a period of leadership and delivery at a senior level in an operational environment. • Experience of staff management and staff development at a senior level • Significant experience as a senior manager in a large complex organisation • Demonstrable record of achieving against challenging targets in previous management roles. • Experience of successfully delivering cost improvement and financial sustainability programmes. • Significant experience of working with partners and stakeholders in delivering changes to services. • Experience in tracking and monitoring deliverables in finance transformation plans and associated cost improvement programmes. • Experience of managing large complex budgets across multiple divisions. • Experience of implementing complex strategies and realistic plans. 	<ul style="list-style-type: none"> • Commercial acumen • Demonstrable record of business growth in a private and/or public sector environments • Successful record of managing and implementing financial service transformation and organisational change projects

<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Knowledge of NHS finance and performance regime. • Sound knowledge of corporate governance and risk management. • Ability to assess, analyse, synthesise and act upon complex performance data and financial information, presenting such data in a user friendly format way which offers assurance. • Well-developed communication and influencing skills, with the ability to motivate teams and gain consensus at all levels across the organisation. • Ability to lead and co-ordinate business development processes. • Ability to lead and work in multi-disciplinary teams. • Highly developed political skills. 	
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<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Integrity and Resilience to be able to manage internal and external pressures. • Ability to influence and operate effectively in a challenging environment. • Ability to develop effective relationships with a range of stakeholders internally and externally. • Strong verbal and numerical reasoning skills. • Ability to cope with rapid and sustained change and competing demands, managing priorities within tight deadlines. • Ability to communicate in a hostile and antagonistic environment. • A leader with personal and professional credibility. • Confident and able to inspire confidence in others. • Innovative and imaginative. • Strong sense of integrity. 	
<p>Commitment to Trust Values and Behaviours</p>	<ul style="list-style-type: none"> • Must be able to demonstrate behaviours consistent with the Trust's values (Caring, Honest, Supportive and Accountable) 	