

HEART OF ENGLAND NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE:	Head of Financial Recovery
ACCOUNTABLE TO:	Director of Finance
RESPONSIBLE FOR:	Financial Recovery Team
LIASES WITH:	Director of Finance Director of Operations Chief Nurse Deputy CEO (Improvement) Deputy CEO (Clinical Quality) Director of Corporate Affairs Director of Workforce Director of Communications Associate Director of Finance Head of Operational Finance Deputy Director of Finance – Income, Contracting and Commercial Divisional Directors, Heads of Operations, Divisional Head Nurses Senior Regional Manager Midlands and East, NHS Improvement Transformation & Turnaround Manager, NHS Improvement External advisors as appointed by HEFT
HOURS OF WORK:	37.5 per week
JOB TYPE:	Administrative and Clerical

JOB SUMMARY/PURPOSE

The post-holder will provide financial leadership to the sustainability and recovery components of the Trust's financial strategy. Specifically this includes taking responsibility for overseeing the implementation of the Trust's Financial Recovery Plan and the provision of regular progress reports, internally and to NHS Improvement. The postholder will work closely with the Director of Operations to support the divisional management teams in the operational delivery of the efficiency programme (tactical CIPs and cross cutting schemes) and ensure that robust governance arrangements are in place to enable progress tracking and early intervention where schemes are at risk of slipping.

The postholder will also have a key role to play in terms of longer term

sustainability and financial input to the strategic agenda e.g. supporting the development of transformation plans resulting from the five year Sustainability and Transformation Plan.

As a key member of the Trust's senior finance team, the post holder will also have a wider role in terms of providing leadership and direction to the Finance Department and acting as a professional advisor to the organisation on complex financial and business issues facing the Trust.

The role will involve regular engagement with Board directors at HEFT and external stakeholders including senior representatives from commissioners and the regulator.

KEY DUTIES AND RESPONSIBILITIES

Supporting the Director of Finance (DoF) develop and implement the strategic objectives of financial recovery and sustainability across the Trust.

In conjunction with the Director of Operations (DOps) support the design and development of robust project plans and lead on the operational delivery of the Financial Recovery Plan with cross cutting workstreams including:

- Patient Flow & ALOS
 - Operating theatres
 - Outpatients
 - Diagnostics
 - Workforce Productivity
 - Non Pay Expenditure
 - Estates & Facilities
 - Clinical redesign (within HEFT's current boundaries and beyond)
 - Corporate / shared services
1. Monitor the performance of key efficiency schemes and co-ordinate the deployment of capacity support to areas of need in consultation with the DoF and DOps.
 2. Responsible for quality assurance and overall integrity of the Trusts' key programmes of work in relation to financial sustainability and recovery.
 3. Provide a co-ordinated perspective to the DoF and DOps of all current and future components of the Trust's Financial Recovery Plan activities and requirement in terms of financial, resource and timeframe demands.
 4. Lead the analysis of Financial Recovery Plans to ensure alignment to the Trust's strategy and Long Term Financial Model.
 5. Define and manage the governance processes associated with the Trust's Financial Recovery Plan and ensure that there is clear accountability to a Senior Responsible Office (SRO) for each workstream.
 6. Development and implementation of a communication strategy for the

Financial Recovery Plan and associated information disclosure.

7. Provision of training and development of Financial and Operational staff ensuring that gaps in knowledge and skills are addressed when necessary.
8. Act as the key contact point for NHS Improvement's Turnaround and Transformation Team.
9. Deputise for the Director of Finance as and when required.
10. Member of senior finance team with Director of Finance, Associate Director of Finance
11. Head of Operational Finance and Deputy Director of Finance – Income, Contracting and Commercial.
12. Management of the Financial Recovery Team

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 Policies, 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 Financial Recovery

	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 leadership and delivery at a senior operational level • 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 previous operational management roles against challenging targets • Experience of successfully delivering cost improvement and financial sustainability programmes • Successful record of managing and implementing financial service transformation and organisational change projects • Significant experience of working with partners and stakeholders in delivering sensitive 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 	<ul style="list-style-type: none"> • Commercial acumen • Demonstrable record of business growth in a private and/or public sector environments

Knowledge & Skills	<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 and which offers assurance• Well-developed communication and influencing skills, with the ability to motivate teams and gain consensus at all levels within 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>	<p>Must be able to demonstrate behaviours consistent with the Trust's values (Caring, Honest Supportive and Accountable)</p>	