

## DIRECTOR OF FINANCE

### JOB DESCRIPTION

<b>Base</b>	John Radcliffe Hospital as the base but the role covers all sites
<b>Grade</b>	VSM
<b>Directorate</b>	Finance
<b>Responsible to</b>	Chief Finance Officer
<b>Accountable to</b>	Chief Finance Officer
<b>Responsible for</b>	Finance team; professional support and guidance to the Divisional Finance Business Teams.
<b>Other</b>	n/a

### JOB SUMMARY

The Director of Finance is a pivotal member of the Chief Finance Officer's leadership team, supporting the delivery of the Trust's aims and improvements in quality, efficiency and effectiveness, and acts as Deputy Chief Finance Officer, deputising for the Chief officer as and when required.

The Director of Finance is responsible for all aspects of the financial management of the Trust including financial strategy and management; investment of cash; financial risk; and investment appraisal. The post holder will have responsibility for the Finance Directorate.

In fulfilling the role, s/he will proactively work closely and in partnership with Chief Officers, Board members as well as leaders and managers across the Trust, providing strategic advice, as well as challenge to ensure the on-going financial health and long-term sustainability of the organisation.

### MAIN TASKS AND RESPONSIBILITIES

#### 1. Strategy

- Provide strategic and operational leadership for finance across the organisation and help strengthen its contribution to the Trust's activities.
- Make sure the financial objectives for the Trust are clearly defined, understood and approved by the Board and fully meet the compliance requirements of the NHS England.
- Lead the financial management of the Trust overseeing financial risk, investment appraisal, debts and other financing, compliance with financial covenants, cash flow management, financial compliance and financial systems development, together with tracking and supporting the achievement of Trust-wide savings programmes.

- Assist the Chief Financial Officer to define and develop the strategic direction of the finance function so that it is able to set challenging objectives for the future in response to changing needs.
- Contribute to, advise on and participate in the corporate management and future strategy of the Trust in order to provide the best possible healthcare within given resources.
- Maintain relationships with external professional advisers including but not limited to the Trust's lawyers, auditors and management consultants.

## **2. Financial Reporting and Budgetary Control**

- Ensure the Board receives regular reports on the financial performance of the organisation in sufficient detail to enable it to fulfil its fiduciary responsibilities, is made aware of the significant risks and is advised of the appropriate action to manage them.
- Take responsibility for the preparation of timely and high quality reports for Audit, Investment and Integrated Assurance Committees and to attend the Audit and Investment Committees in addition to the Chief Finance Officer, or delegate as appropriate.
- Assess current and forecast outcomes of operational strategies and report on financial performance to the board and stakeholders and regulators as appropriate.
- Ensure that the Trust's financial reporting and budgetary control system reflects service line management arrangements. S/he will develop variance analysis, financial management reports and KPIs to enable managers and budget holders to understand the cost and drivers impacting on financial performance.

## **3. Financial Control and Systems**

- Provide comprehensive financial services to the Trust including production of budget proposals, development of effective budgetary control systems, the provision of accurate and timely information/advice compilation of monthly management returns and end of year accounts for statutory and/or regulatory purposes.
- Work with Board Committees including the Audit Committee to ensure that they have the information required.
- Promote an environment of strong financial control within the Trust.
- Ensure that the Trust's financing profile is effectively managed and that long and short term requirements are satisfied.
- Take responsibility for the maintenance and operation of a system to prevent and detect fraud on behalf of the Chief Finance Officer.
- Maintain stringent liquidity controls through a process of tight and cost effective cash management procedures in order to minimise the utilisation of the Trust's credit facilities.

- Oversee all financial systems and internal controls, including the development and modification of accounting systems when required.
- Ensure that strategic financial risks are identified and properly risk assessed and that adequate arrangements for managing them are in place.
- Ensure the Trust continues to implement national policies relating to finance including payment-by-results or alternative contract forms, in a way which maximises the financial benefit and stability of the organisation.
- Effectively manage financial agreements between the Trust and its stakeholders to ensure appropriate recovery of income.

#### **4. Statutory Accounts and Returns**

- Ensure statutory accounts and accounting returns are properly produced from accounting records in accordance with NHS and statutory requirements including the International Financial Reporting Standards (IFRS) in accordance with published timescales. Work with the Trust's external auditors and to ensure implementation of any audit recommendations.

#### **5. Asset Management and Capital Investment**

- Apply accepted disciplines and techniques in assessing viability of investment proposals and advising accordingly.
- Ensure the maintenance of an effective fixed asset register that provides control over Trust's assets.
- Formally advises on surplus assets, divesting as appropriate.

#### **6. Finance Directorate Leadership and Management**

- Provide professional leadership and management of the directly managed Finance Team and professional leadership, guidance and support to the Divisional Finance Business Partners, maintaining close and regular liaison with them.
- Lead, develop and help to shape the strategic positioning and development of the Finance function as a whole across the Trust to ensure a cohesive, consistent and streamlined approach to Finance in support of the delivery of safe, high quality services to patients.
- Work in collaboration with the Divisional Leadership Teams and Divisional Heads of Finance to ensure the provision of high quality and timely Business Partnering services, maintaining Trust-wide professional standards ensuring consistency and facilitating the sharing of good practice.
- Support the development of capacity and capability in Finance teams and for managers across the Trust.

- Pro-actively promote a high performance culture and positive customer service ethos in all Finance services, acting as a role model for collaborative working between Directorates.
- Promote excellence in financial practice, ensuring that financial functions, processes and policies are fully compliant with all relevant legislation and support the provision of efficient and user-friendly operational Finance services.
- Facilitate the Trust's digital strategy through the ongoing development and efficiency of digital financial systems to meet strategic business needs and to facilitate accurate and timely reporting and performance against key metrics.
- Manage the delegated budget for the Finance Directorate including budget setting and monitoring as well as ensuring prudent spending in line with the Trust's Financial rules and regulations.

## **7. System and partnerships**

- Proactively work to align the Trust's financial management with that of the ICS wherever possible and in the interests of patients and the taxpayer.
- Represent the Trust at meetings of ICS Deputy Chief Finance Officers (or equivalent) and deputise for the Chief Finance Officer at system meetings as required
- Develop system-wide partnerships and collaborate with other service partners and stakeholders as agreed, and as appropriate to the role.

## **8. Corporate**

- Proactively support the Chief Finance Officer to develop strategy, deliver agreed initiatives and implement agreed plans.
- Attend Trust Board sub-committee meetings as required.
- Represent the Chief Finance Officer at Trust Executive / Chief Officer meetings as appropriate.
- Provide clear leadership to Trust staff, ensuring that performance is appropriately managed, and that all staff have personal development plans, in order to ensure an efficient, effective and engaged workforce.
- Represent, and act as an ambassador for the Trust at regional and national networking and other events as appropriate.
- Act as a role model at all times, demonstrating and promoting the Trust's values and expected behaviours
- Ensure sound and prudent financial and resource management
- Undertake ad-hoc projects as required.

## General Conditions

### Trust Values

As they undertake their duties, all staff are required to uphold and demonstrate the Trust's core values of: **excellence, compassion, respect, delivery, learning and improvement**. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching and research.

Further information can be found at: <https://www.ouh.nhs.uk/about/vision-and-values/default.aspx>

### Professional Standards

All Trust staff employed in recognised professions are required to ensure they work to the appropriate professional standards and/or Codes of Practice and all managers are expected to follow the Code of Conduct for NHS Manager Risk Management.

All Trust staff have a responsibility to themselves and others in relation to managing risk, and will be provided with the necessary training and support to enable them to meet this responsibility. Staff should be familiar with and understand their role within relevant Trust policies and procedures including the Major Incident, Fire and Information Governance Policies as well as any local response plans. Managers are responsible for implementing and monitoring identified risk management control measures within their designated scope of responsibility and escalating these as appropriate in line with Trust procedures.

### Health and Safety

All staff are required to comply with and follow the requirements of the Health and Safety at Work Act (1974), Statutory Regulations and Trust policies and procedures, including promotion of staff's own personal safety, and that of others by taking reasonable care at work and ensuring safe working. Staff will be provided with training, specialist advice and support to enable them to meet these responsibilities. All staff have a right to access Occupational Health or other staff support services in times of need.

### Infection Prevention and Control

Infection Prevention and Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections. All staff employed by the Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health or FirstCare.

## **Safeguarding Children and Vulnerable Adults**

The Trust has a statutory responsibility to safeguarding children and vulnerable adults. Staff have a responsibility to:

- Assist in protecting patients and their families from any form of harm whether they have direct or indirect contact with children and families.
- Safeguard and promote the welfare of children and young people in accordance with “Working Together to Safeguard Children” (HM Gov. 2018).
- ‘Make safeguarding personal’ (Care Act 2014), ensuring that the wishes and decisions made by adults with care and support needs are upheld.
- Comply with the Mental Capacity Act (2005) if they have direct contact with children who are 16 and over and adults.
- Comply with the PREVENT duty (Security and Counter Terrorism Act 2015).
  - Ensure that they are aware of the specific duties relating to their role and undertake relevant training, in accordance with the Intercollegiate Guidance (Children 2014 and Adults 2018) to enable them to recognise and respond to any concerns.
- At all times uphold the rights of children and young people in accordance with the UN Convention Rights of the Child and the Health and Social Care Act 2015.
- Share appropriate and relevant information relating to safeguarding children and adults.
- Comply with police investigations relating to safeguarding children and adults.

## **Equality, Dignity and Inclusion at Work**

The Trust is committed to a diverse and inclusive workplace which is supportive and free from harassment, discrimination and any less favourable treatment which cannot be justified; e.g. on the grounds of age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. All staff are responsible for treating other staff, patients and the public with dignity and respect, as well as a duty to report any incident contravening this to their line manager.

## **Statutory and Mandatory Training**

To ensure that staff can work safely and efficiently, and provide the very best care to our patients, it is essential that all staff are fully compliant and up-to-date with the Statutory and Mandatory training (as outlined in the Trust’s Statutory and Mandatory Policy).

## **Appraisal**

All staff are required to actively participate in an annual appraisal and personal/professional development programme.

## **Information Governance**

All staff with access to personal confidential information during the course of their duties are required to adhere to all legal requirements, relevant NHS and Trust policies and procedures including the Information Governance and Information Protection policies, and complete annual data security/information governance training.

*Data quality* is crucial in ensuring that complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service and financial planning and performance. Data quality is a vital element of

every staff member's role and all staff should ensure they have read and understood the Trust's Data Quality Policy. Any errors should be corrected in line with Trust policy and reported to their line manager.

*Access to health records:* all staff who use and/or contribute to patients' health records are expected to be familiar with, and adhere to the Trust's Records Management Policy and note that patient records are the subject of regular audit. All health professionals are advised to compile records on the assumption that patients have a legal right to access their records.

### **No Smoking Policy**

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

### **On Call**

Where appropriate, a requirement to take part in the Trust's on-call rota and provide practical leadership, advice and guidance during specific periods. Staff who are not currently required to participate in the Trust's on-call system may be required to do so following appropriate consultation.

### **Miscellaneous**

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development needs of the post-holder.

**DIRECTOR OF FINANCE  
PERSON SPECIFICATION**

<b>Requirement</b>	<b>Essential (unless stated otherwise)</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent</li> <li>• Professionally qualified accountant e.g. CCAB, ACCA, CIPFA</li> <li>• Evidence of continuing professional development</li> <li>• Postgraduate management or other relevant postgraduate qualification</li> </ul>	Desirable
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant post qualification experience at a senior level in a complex organisation.</li> <li>• A proven track record of strong leadership at a senior level, both within the financial brief and more broadly as a corporate leader</li> <li>• Expert specialist knowledge of financial and accounting procedures including current legislation and NHS accounting policies</li> <li>• Evidence of supporting sizable operational productivity programmes and of supporting organisations through ongoing change and development programmes; linked to this, experience of implementing or developing effective service-line- reporting models</li> <li>• Ability to engage with and develop partnership relationships across organisational boundaries in pursuit of shared objectives.</li> <li>•</li> </ul>	
<p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• A strong understanding of the healthcare sector, whether gained through the NHS, independent sector or both</li> <li>• Stature and professional and personal credibility to inspire and lead internally and to represent the Trust at regional and national levels</li> <li>• Proven ability to make significant contributions to long term organisational strategy</li> <li>• Ability to interpret highly complex information e.g. Business cases and take decisions regarding allocation of resources and risk</li> <li>• Strong commercial and business acumen</li> <li>• Excellent written and verbal communication skills with in-depth knowledge of techniques for interpreting and presenting complex and sensitive financial and non-financial management information to a range of audiences</li> <li>• Ability to engage, work with, and influence a wide range of internal and external stakeholders to bring about change and service improvements</li> <li>• Ability to lead, manage and mentor staff</li> <li>• Ability to balance the need to think strategically and manage operationally</li> <li>• Collaborative working style with peers, sharing knowledge and being proactive in understanding current issues</li> <li>• Ability to challenge and effectively manage and deal with highly contentious situations and issues</li> <li>• A passion for making a qualitative difference to service delivery</li> <li>• Able to prioritise and manage the ongoing work of services and/or projects</li> <li>• Results orientated and delivers against deadlines</li> </ul>	Desirable



Requirement	Essential (unless stated otherwise)
<ul style="list-style-type: none"> <li>• Ability to articulate a strong and coherent vision in a way that inspires and motivates colleagues</li> <li>• Ability to think conceptually and simplify complexity to create clarity and provide direction and focus</li> <li>• Political awareness – ability to perceive impact of actions on the decisions and activity of others.</li> <li>• Resilient with ability to work under pressure</li> <li>• A role model, sets an example in terms of excellent working standards and professional approach</li> <li>• Flexible, well-motivated, adaptable team player</li> <li>• Proactive and positive approach, with a ‘can do’ attitude</li> <li>• Aligned to Trust values</li> </ul>	