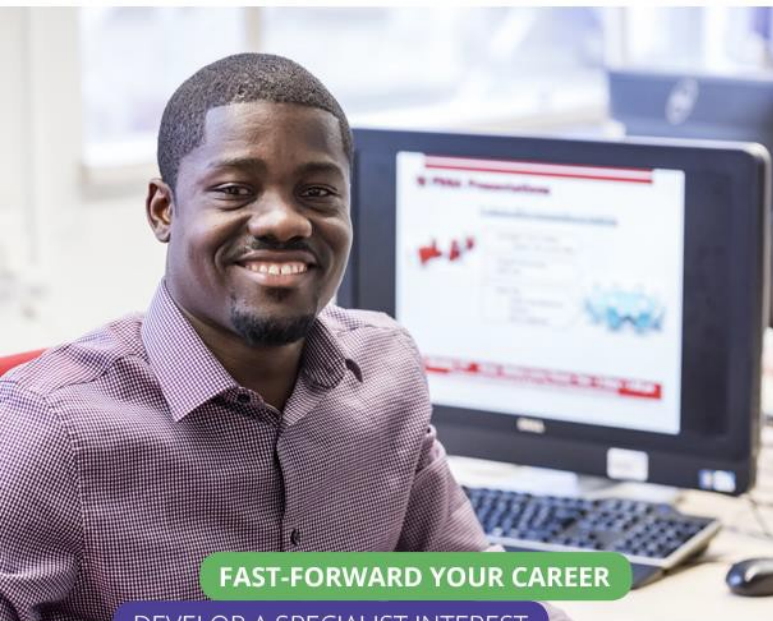


Recruitment information pack



FAST-FORWARD YOUR CAREER

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



STRUCTURED CAREER PROGRESSION

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith.

Reach your potential in hospitals that make history
Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye Hospital

Marylebone is a specialist eye hospital with a 24/7 A&E department. Our clinical strategy requires relocating the whole service to new state-of-the-art facilities on a redeveloped St Mary's site

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults –

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

Reach your potential in hospitals that make history
Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

JOB DESCRIPTION

Job Title	Director of Financial Planning & Reporting
Band	9
Directorate/ Department	Financial Planning & Reporting
Division	Finance
Location of work	Salton House; St Mary's Hospital, Paddington & Hybrid
Hours	37.5
Reports to	Deputy Chief Financial Officer

1. Job purpose

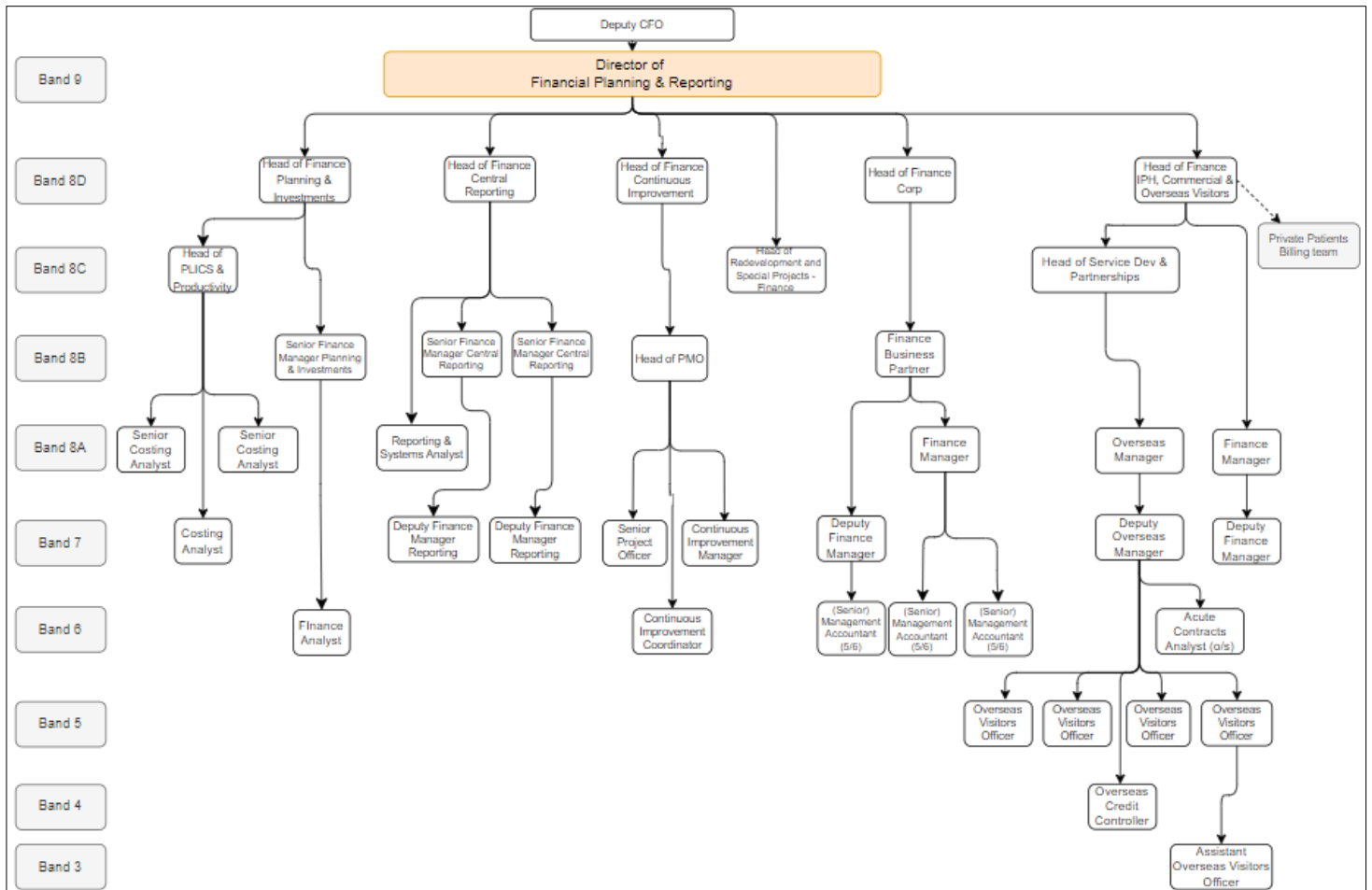
The aim of the role of the Director of Financial Planning & Reporting is to lead the the business planning process for the organisation working closely with the strategic leads within the Trust as well as the income team and financial services ensuring plans are consistent, deliverable and meet overall trust, sector and national planning parameters. It also includes supporting the CFO and Deputy CFO to ensure that divisional teams are effectively performance managing directorates and ensuring divisions are delivering their financial plans.

The role is also responsible for leading the monthly reporting process for the Trust delivering clear reports on the financial position to Trust Board, internal and external stakeholders. This will include ensuring the team is structured and ready to deliver on short notice submissions, Board papers and Trust Committee papers.

The role will lead the Continuous Improvement finance team that will deliver on a range of initiatives on behalf of the whole department.

The post holder will work closely with the Deputy Chief Financial Officer to provide leadership and direction to improve the financial performance of the Trust.

2. Organisational Structure



3. Key stakeholders

- Chief Financial Officer
- Deputy CFO
- Executive Directors and Trust Senior Managers
- Non-Executive Directors
- NHSE
- Integrated Care Board
- Acute Provider Collaborative
- Other NHS Organisations
- Senior Managers, managers and staff in finance
- Strategic Leads across the organisation
- Internal and External Auditors
- External bodies (Imperial College, outsourced services, major suppliers)

4. Key areas of responsibility

- To make a significant contribution to the management of the finance directorate as a member of the finance management team by being able to influence, inspire and motivate.
- To contribute to the delivery of the Trust's strategy ensuring the business partnering team provide sound financial advice, appropriate challenge supported by relevant financial analysis linking data, knowledge and insight.
- To lead the business planning process for the Trust with the divisions and directorates, working closely with the strategic leads across the Trust and the senior finance team. Develop and agree the business planning process to ensure that the clinical divisions and directorates develop robust and deliverable income and expenditure plans with consistent assumptions.
- Lead the monthly financial reporting process to produce the consolidated income and expenditure position for the Trust, ensuring appropriate accounting treatments are applied and that the analysis of income, activity, expenditure, and efficiency performance is accurate and completed. Consolidate the forecasted position for the Trust ensuring appropriate assumptions and judgements are made and risks and opportunities flagged. Prepare internal trust level financial reports for the Board, Finance, Investment and Operations Committee, the Executive Management Board and others as required.
- Lead the financial management process and budgetary control process ensuring there are appropriate controls and systems in place
- Lead the financial management element of the internal and external audit processes, ensuring monthly routines and processes are fit for purposes, documented and ready for audit as required.
- To ensure that appropriate financial controls are in place to deliver the financial duties of the Trust.
- Provide leadership and line management to the finance business partners and central finance team plus manage any external contractors or ad hoc teams required to support the process. Provide leadership across the wider business partnering team

5. MAIN TASKS AND RESPONSIBILITIES

5.1 Strategic responsibilities

- Lead the month end financial reporting process in accordance with the agreed timetable and best practice standards with a specific focus on the income and expenditure position and efficiency reporting and associated performance metrics.
- Work as part of the senior management team to develop and implement the Trust's long term financial strategy, and in-year strategies necessary to meet the Trust's financial requirements providing strategic advice to Trust Directors to support the delivery of Trust objectives within available resources, and ensure key stakeholders are fully briefed on strategic financial issues.

- Provide appropriate and timely financial information and advice to senior managers to enable the Trust to fulfil its financial responsibilities.
- Make a significant contribution to the short, medium and long term planning process. Lead on planning for the income and expenditure elements on the plan working closely with the strategic leads for the Trust.
- Provide expert financial advice and technical leadership on the viability and development of business cases and other proposals.
- Provide expert financial advice on the financial reporting implications of service transfers or redesigns and negotiate with external bodies (NHS and non-NHS) to manage these implications and give effect to any funding transfer.

5.2 Monthly financial reporting

- Lead the month end financial reporting process in accordance with the agreed timetable and best practice standards to produce the consolidated income and expenditure position for the Trust, ensuring appropriate accounting treatments are applied and that the analysis of income, activity, expenditure, and efficiency performance are available.
- Quality assure the monthly and annual accounts ensuring that income and expenditure position is consistent with accounting standards and best practice. Implement and maintain a monthly reporting and review process to provide assurance to the CFO on the integrity of the income and expenditure reports.
- Contribute to the accurate and timely completion of monthly statutory returns, including reports on the Trust's compliance with statutory financial duties and targets.
- Provide advice on highly complex financial and corporate issues to non-financial managers, and discuss financial queries with staff, suppliers and patients, which may be highly complex, sensitive or contentious, and require developed negotiating skills.
- Ensure all financial reporting to the division, and trust level is subject to detailed analytical review before finalising and present key issues to Deputy CFO and CFO. This includes activity, income, and costs as well as other measures of financial performance
- Responsible for the month end timetable to enable all reporting by the business partnering team to be timely and accurate. Work with the Financial Controller to develop accounting processes to ensure accurate financial reporting.
- Consolidate the forecasted position for the Trust ensuring appropriate assumptions and judgements are made and risks and opportunities flagged.
- Prepare internal trust level financial reports for the Board, Finance, Investment and Operations Committee, the Executive Management Committee and others as required.
- Lead the financial management process and budgetary control process ensuring there are appropriate controls and systems in place. Ensure all central income and expenditure is correctly reported and forecast.
- Undertake a financial risk analysis to ensure all risks and opportunities are identified, alerting the Deputy CFO and CFO of any risks which may prevent the trust from meeting its financial duties.
- Lead the financial management element of the internal and external audit processes, ensuring monthly routines and processes are fit for purposes, documented and ready for audit as required.

- To lead the performance management of the non-clinical divisions and directorates, ensuring there are appropriate plans in place to deliver financial plans, or that recovery / efficiency plans are produced and corrective action agreed.
- Responsible for the on-going development of financial reporting systems across the Trust
- Provide ad hoc analysis to support trust wide initiatives

5.3 Business Planning and Performance

- Develop and maintain a framework for clinical and non-clinical divisions to produce integrated income, expenditure, activity, capacity, workforce and productivity and efficiency plans for the annual planning process, working closely with the Head of Finance – Planning & Investments
- Lead the business planning process for the Trust with the divisions and directorates, working closely with the Head of Finance – Planning & Investments
- Responsible for ensuring that business planning assumptions are consistently applied across the Trust.
- Develop and maintain the collaborative planning system to support short, medium and long term financial planning for all aspects of the financial plan.
- Lead the review process for non-clinical divisions business plans to ensure they are deliverable, are consistent with Trust objectives and have consistent assumptions. Support these divisions with the development of their efficiency programmes.
- Responsible for financial planning for all central income and costs.
- Support the Deputy Chief Financial Officer with the development of long term financial models.

5.4 Leadership and management

- Provide strong visible leadership for the business partnering department and promote a culture where people feel empowered and accountable for service improvement.
- Promote a culture of proactive use of project management skills and techniques throughout the department. Plan and organise own work schedules and those of others to ensure activities are completed within agreed weekly monthly and annual financial timescales and comply with Trust policies and procedures.

5.5 Finance Continuous Improvement

- Promote a culture on inclusion and encouragement, ensuring that the Trust's equality and diversity ethos and ambitions are applied and encouraged.
- Support team managers to lead, motivate and develop staff using, among other tools, the FFF 4 strengths approach. Ensure that managers have been trained in core policies and procedures, and that any staff performance and disciplinary issues in the team are managed appropriately.
- Maintain professional standards within the business partnering department and ensure staff meet their requirements for continuing professional development. Keep up to date with national and local Finance Staff Development strategies, initiatives and opportunities. Promote a culture of learning and development and

monitor progress against the training strategy, policy and plan.

- Contribute to local induction and training for Finance Directorate staff, and develop and deliver training for non-finance staff, ensuring an understanding of financial policies and procedures of the Trust and the financial environment of the Trust.
- Appraise and develop staff through on the job training, professional and academic studies, mentoring and Personal Development Planning.

5.6 Staff Management and Development

- Maintain the highest professional standards and ensure all staff maintain their Continuing Professional Development requirements on behalf of the Chief Financial Officer;
- Manage and support direct reports to deliver business objectives and reach their full potential;
- Conduct annual appraisals with all direct reports and ensure that all staff within the areas you manage receive high quality, meaningful annual appraisals, regular one to one conversations and clear SMART objectives with focussed and specific development actions;
- Ensure that upon appointment a rigorous induction process is undertaken which assesses the new employee and ensures that they are not allowed to operate without supervision until they have achieved the required level of competence.

5.7 Continuous Improvement

- Lead continuous improvement across the business partnering teams ensuring all opportunities are taken to streamline systems, processes, policies and procedures to deliver efficient services without compromising internal control and financial integrity.
- Develop a culture of continuous improvement in line with the Trust's approach to leading and managing change (QI) across all teams in business partnering.

5.8 Other Duties

- Represent, cover, support or deputise for the Deputy CFO or senior colleagues as required.
- Carry out other reasonable duties required.
- Contribute to the overall development of the Finance directorate.
- Contribute to special projects as required throughout the Trust.

6. General Responsibilities

This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management. In addition, as a senior member of the finance team, the post holder is expected to lead change across the organisation to support the Trust in the development and delivery of its service

7. Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from

time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

PERSON SPECIFICATION

Department: Finance	Role: Director of Financial Planning & Reporting
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ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*
Qualifications & training	<p>Membership of CCAB body</p> <p>Up to date CPD</p>	<p>Masters degree in financial or business discipline</p> <p>Doctorate or equivalent in business related discipline</p>
Knowledge & Experience	<p>Significant strategic finance leadership experience.</p> <p>Financial modelling.</p> <p>Business case appraisal.</p> <p>Significant experience working within senior management.</p> <p>High level knowledge of systems thinking approach.</p> <p>Experience of leading and managing a team including setting objectives, performance management and leading a team through change.</p> <p>Experience in delivering change Specific experience of designing and implementing financial reporting solutions and analytics to meet user needs.</p> <p>Experience of analysing and understanding highly complex problems, arriving at solutions and being able to implement them and/or persuade others to adapt and implement them.</p> <p>Experience of using financial analysis to inform and drive major transformation programmes.</p>	

	<p>Experience of leading and managing change across teams. Developing, leading and managing high-performing teams, and developing staff competences and behaviours, including managing difficult conversations.</p> <p>Working with Boards and Executive leadership teams.</p>	
Skills & Abilities	<p>Advanced analytical ability Strategic financial planning</p> <p>Specific capabilities in financial modelling, database modelling, root cause analysis, and knowledge of Business Intelligence software.</p> <p>Advanced business case appraisal Advanced knowledge of public sector finance and government accounting frameworks Advanced keyboard skills, powerpoint and excel</p> <p>Advanced influencing skills.</p> <p>Advanced negotiating skills. Complex stakeholder management.</p>	<p>Contribute to professional sphere by contributing articles to institute publications.</p>
Personal Qualities	<p>Drive and energy to make things happen; frequently goes "above and beyond" the call of duty.</p> <p>Resilience, patience, authority, gravitas and an ability to influence widely.</p> <p>Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes.</p> <p>Able to work at flexible hours.</p> <p>Demonstrably involves patients and the public in their work</p> <p>Values diversity and difference, operates with integrity and openness.</p> <p>Actively develops themselves and others.</p>	
Physical Qualities	<p>Flexible approach to hybrid working to ensure presence on site when needed.</p>	

	Meet requirement of role with reasonable adjustments where required.	
Values	Demonstrate ability to meet Trust Values	

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or

continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.