

JOB DESCRIPTION

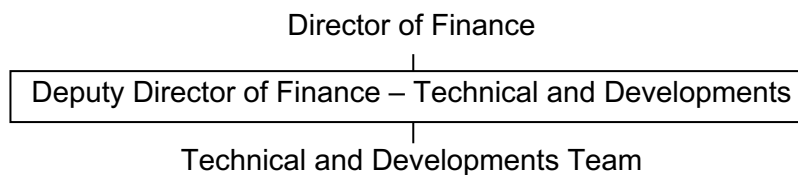
POST TITLE: Deputy Director of Finance – Technical and Developments

DEPARTMENT: Finance

BAND: 9

HOURS OF WORK: Up to 37.5 hours per week, normal office hours

LINE ORGANISATION:



MAIN PURPOSE OF JOB: To be accountable to the Director of Finance for the successful delivery of the Trust’s strategic and operational financial objectives through the effective management, development and operation of internal financial controls, processes, policies and business development.

PRINCIPAL DUTIES:

1. To be responsible for the Trust-wide coordination, management and reporting of treasury management and financial services and preparation and delivery of annual audited accounts.
2. To work autonomously, interpreting national and international policy and regulations in order to deliver excellence in financial control, assurance, revenue and capital developments. Including implementation of Trust wide specific policy or service development changes.
3. To be responsible of the management and performance of financial services.
4. To ensure the rigorous scrutiny of, and support delivery of, commercial and strategic capital and revenue business case developments, including contributing to the assessment of options. Ensure the provision of robust financial evaluation and rigorous costing support.
5. To ensure that proper accountability for and stewardship of resources is maintained. To design and operate a financial control environment of policies to deliver Trust objectives and provide internal and external assurance on the operation of control systems. In conjunction with the Director of Finance and other Senior Officers, provide financial advice, scrutiny and oversight of the components of financial transaction processes.
6. To support the Director of Finance in providing Board-level and external advice, developing strategies and plans to ensure the Trust’s continued viability.
7. To be finance lead to a variety of projects, including the capital redevelopment programme, the estates strategy, continued ICT investment and service specific developments, as well as providing oversight on a number of smaller projects.
8. To be a lead on the development of strategic development projects, including major service redesign programmes, estates development and equipment programmes.

9. To oversee the development of complex financial models, be they bespoke (HM Treasury 5-case model), standardised (the Trust business case templates) or external (LTFM or ITFF), including being expected to be able to oversee, develop and review these models as required.
10. To lead and oversee finance input into major business cases and developments into the Trust annual business plan, budget, 5-year financial plan and OUHs long term financing strategy, working closely with the Trust's central Finance team in agreeing the financial framework and assumptions within which financial plans are developed.
11. To manage and procure external consultants assisting with a variety of projects, including financial consultants, lawyers and taxation advisers.
12. To ensure, on behalf of the Director of Finance, the development and oversight of the operation of financial risk management processes. Ensure that systems to monitor performance against cash flow and revenue budgets are fit for purpose and effective. To provide clear timely and accurate information reported consistently, both internally and externally.
13. To be a highly visible leader, with the authority to make financial policy decisions as required.
14. To ensure the effective provision of all appropriate financial services, ensuring the achievement of targets and the achievement and maintenance of the highest standards of financial governance and reporting
15. To manage and be responsible for ensuring that the Trust's financial systems are robust and fit for purpose. To ensure that finance department teams operate in a manner and to levels and standards consistent with securing Foundation Trust status.
16. To ensure excellence in financial reporting (capital and revenue) and compliance with all relevant international financial reporting and audit standards and NHS reporting requirements.
17. In collaboration with the Director of Finance and other senior officers, provide financial advice, scrutiny and oversight of major transaction processes as agreed with the Chief Finance Officer.
18. To specify, as required, enhancements to financial systems to improve assurance about internal control and decision-making.
19. To undertake or commission complex surveys/audits regularly to improve financial and accounting services. To maintain the overview of external audit recommendations that are reported to the audit committee.
20. To support the effective running of Board committees, including the relevant production of papers, agendas and relationship management with Non-Executive colleagues.
21. In representing the Trust externally, to develop and maintain effective relationships with other stakeholders, so that the aims, objectives and performance of the Trust are understood and well perceived. To provide sound financial advice in the complex areas of education and training and research and development, influencing internal and external partners as appropriate.
22. To lead on the education and development of the Trust's senior management and Finance team in their understanding and development of investment decisions, including cost, capacity, scenarios and planning.

23. To assure the provision of highly complex, highly sensitive and/or highly contentious information where there are significant barriers to acceptance, internally and externally to the Trust.
24. To undertake projects or tasks outside stated responsibilities on behalf of the Director of Finance, deputising in his absence or as required.
25. To line manage the Technical and Developments Team of the Finance Department.

The responsibilities below are applicable to all staff within the Trust:

Health and Safety

- Staff must be aware of individuals' responsibilities under the Health and Safety at Work Act and identify, and report as necessary, any untoward incident or accident or potentially hazardous environment.

Infection Control

- Staff must wash their hands, or use alcohol gel, on entry and exit from all clinical areas and/or between each patient contact
- 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

Finance

- All staff are accountable for exercising economic and efficient use of the Trust financial and physical resources as well as ensuring the security of Trust property. All staff must also adhere at all times to statutory guidance within the Trust's Standing Financial Instructions and Standing Orders.

Human Resources

- All staff are responsible for own professional development and participating in the Trust Performance Review Process
- Staff must at all times carry out their duties and responsibilities with due regard to the Trust's Equal Opportunities policy and are expected to promote and implement the Trust's Equal Opportunities Policy.
- Staff must follow absence reporting procedures by phoning FirstCare for all sickness absences in line with Trust policies and procedures.

Governance

- All staff are required to familiarise themselves, and comply, with the Trust's policies and procedures.

Information

- All staff are expected to adhere to the Data Security, email and internet policies that concerns their job role within the Trust

- Staff are expected to attend security and confidentiality training, arranged as and when required.
- If staff members have any matters of concern, they are welcome, and encouraged, to raise them with their Manager and/or Director.
- Staff should ensure that any information they record is accurate and correct, in both electronic and paper records as appropriate.

No Smoking

- Staff are expected to observe the “No smoking” policy of the Trust.

This job description is not intended to be exhaustive. The post holder will therefore be expected to adopt a flexible attitude towards these duties, which may (after discussion) have to be varied subject to the needs of the department and in keeping with the general profile of the post.

PERSON SPECIFICATION

Job Title: Deputy Director of Finance – Technical and Developments
Directorate/Department: Finance
Band: 9

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Undergraduate degree. • Qualified relevant finance qualification (e.g. ACA, CIMA, CIPFA, ACCA). • Registered and active continued professional development. • Masters level postgraduate qualification, or equivalent. 	<ul style="list-style-type: none"> • Expert specialist knowledge of accounting procedures, in particular those specifically relating to the NHS. • Masters level postgraduate qualification.
Experience	<ul style="list-style-type: none"> • Significant, substantial and extensive experience of operating at a strategic level in a complex organisational environment, preferably an NHS Acute Trust, or in a role closely aligned to it (e.g. Big 4/Professional Services, NHS Improvement etc). • Extensive professional finance experience at a strategic level. • Substantial experience of working autonomously and independently with senior stakeholders to deliver project objectives. • Experience of operating through influence and networks rather than direct authority. • A track record of creating success through working in collaborative using tact and diplomacy. • Political sensitivity and experience of dealing with a range of complex issues within a demanding environment. • Experience of senior leadership. • Achieved results in difficult financial climate in an organisation. • Experience of leading the implementation of service improvement including complex change management programmes at management level. • Experience of managing risk associated with service change. 	<ul style="list-style-type: none"> • Experience of working in senior finance roles in a range of NHS bodies, covering NHS and private clinical services.

<p>Knowledge</p>	<ul style="list-style-type: none"> • Expert knowledge of financial reporting in a healthcare/commercial environment, and of the implications of the changing financial regime in the NHS. • Expert knowledge of the NHS financial regime and its application to an NHS Foundation Trust. • Expert knowledge of the NHS Capital regime. • Expert knowledge of the NHS Business Case process and experience of operating this system for developing cases. • Expert knowledge of NHS accounts and preparation. • Full understanding of the different accounting treatments required for the NHS by legislation or Department of Health policies. • Full working knowledge of General Ledger system and associated software. 	<ul style="list-style-type: none"> • Payment by Results and NHS Contracting.
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Aptitudes, Analytical and Judgement Skills	<ul style="list-style-type: none">• Strategic vision can formulate financial strategy in addition to undertaking operational needs.• Strong grasp of, and ability to analyse financial data.• Ability to develop and review complex and multi-year financial models, covering I&E, Balance Sheet, Cash and Capital.• Strong analytical and data-evaluation skills, with the ability to solve complex problems.• Ability to present complex data in a clear and easily understood format – both verbally and in writing.• Able to analyse and interpret complex financial and non-financial data, and to present this in a clear and intelligent way.• Able to operate in complex environments where leadership is diffuse.• Able to demonstrate an aptitude for working in teams and in complex matrix management environments involving very senior staff from internal and external stakeholders.• Able to make clear decisions in an autonomous way and to be accountable for it.• Ability to critically analyse highly complex information/situations and evaluate a range of options to identify service improvements/solutions.• Ability to deliver challenging agendas through effective delegation and coaching.	
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Communication and Relationship Skills	<ul style="list-style-type: none"> • Excellent skills of influencing, persuasion and negotiation. • Proven ability to present ideas clearly and succinctly – both verbally (including presentations) and in writing. • Strong political awareness, and evidence of working well within highly sensitive environments. • Ability to form excellent relationships with a wide stakeholder base. • The ability and credibility to work co-operatively within senior management. • Able to communicate complex technical data in a rigorous manner, utilising a variety of media. • Excellent written communication skills. • Able to build relationships of trust with external and internal stakeholders. • Able to lead staff in a manner which promotes a customer focus. • Able to manage conflict in an open 	
Planning and Organisational Skills	<ul style="list-style-type: none"> • Ability to work flexibly in a fast changing environment • Good organisational skills and abilities • Able to plan and lead complex managerial processes. • Able to project plan in a coherent way. • Able to develop several options to resolve highly complex problems where there is no obvious answer. • Able to deliver to tight deadlines. • Able to work in a “matrix” way with a wide range of professional peers and superiors in a complex environment. 	
Physical Skills	<ul style="list-style-type: none"> • Advanced keyboard skills, including expert spreadsheet modelling. 	

Personal Qualities	<ul style="list-style-type: none">• A facilitative and inclusive approach to management.• Charismatic team player with high energy level• Self-motivated with a flexible and pro-active approach.• A high level of personal resilience and be able to work with considerable pressure.• Able to demonstrate a level of personal confidence necessary to overcome barriers.• Has the ability both to focus on priority issues and strategic goals by balancing short term needs within a long term strategic framework.	
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