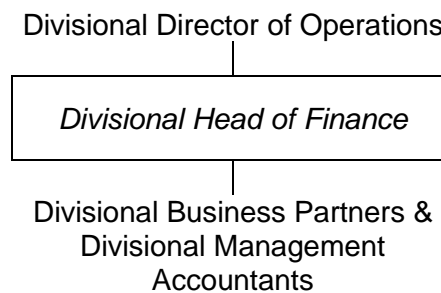


JOB DESCRIPTION

POST TITLE: Divisional Head of Finance
DEPARTMENT: Finance
BAND: 8c
HOURS OF WORK: 37.5 hours per week, normal office hours

LINE ORGANISATION:



MAIN PURPOSE OF JOB: To work as a member of a Division¹ in delivering a comprehensive business service to the Division, taking the lead in ensuring delivery of the Division's financial duties.

PRINCIPAL DUTIES:

1. To provide strategic business leadership for the Division ensuring that a holistic approach is adopted to consideration by the Division and directorates of performance. In particular, forging links between income, expenditure, workforce, activity and achievement of all performance targets.
 2. To lead, plan, co-ordinate and implement all aspects of the annual business plan, budget and 5-year financial plan for the Division, working closely with the Trust's central Finance team in agreeing the financial framework within which financial plans are to be fixed, ensuring that local conditions applicable to the Division are taken fully into account.
 3. To be responsible for ensuring that monthly performance monitoring reports (including financial figures) are robust and that key management decisions are based on accurate business information.
 4. To prepare, review and maintain a robust forecast outturn position for the Division and to produce alternative strategies as to what corrective action the Division might take to ensure it meets its financial targets.
 5. To prepare detailed finance and performance reports for the divisions, presenting these reports to senior management within divisions and at corporate level.
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6. To develop the annual costed activity and income targets for the division, to monitor performance against these targets, provide support to external negotiations and internal contracts on behalf of the divisions.
7. To develop and maintain key performance indicators across the very highly complex inter-relationships of finance, activity and manpower in order to inform the Division's management of the relative risk of its operations.
8. To lead the Divisions in considering the continued long-term financial viability of the various strands of the activity undertaken, including the financial leadership in the delivery of the Divisions business plans and Cost Improvement plans.
9. To be responsible for ensuring all relevant information needed for the calculation of annual reference costs is provided and to be responsible for agreeing the assumptions used in this very high complex model.
10. To provide the financial leadership in the development of business cases for changes in service provision or investment in capital expenditure on behalf of the Divisions.
11. To ensure the Divisions' financial year-end position is robust and delivered within the agreed national timetable and in accordance with International Accounting Standards.
12. To ensure all education and R&D proposals arising within the Division have been fully evaluated, and include appropriate contributions towards Divisional and Trust overheads, and that there is no cross-subsidy from funding received for NHS patient care.
13. To work with Internal and External Audit teams, and the Trust's central finance Department, to ensure that best practice is achieved, and recommendations are fully implemented, within the Division.
14. To ensure that all managers within the Division understand and comply with the requirements of Trust's Standing Financial Instructions, financial procedures, budget rules and other financial matters, and to provide guidance on the application and development of these policies.
15. To lead on the education and development of the Division's senior management in their understanding of financial issues and the highly complex relationships between patient activity, finance, manpower and space usage.
16. To manage and develop the Division's Finance Business Partner and Assistant Finance Business Partners.
17. To work cooperatively and collaboratively with Finance staff in other divisions and in the central 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.