

# JOB DESCRIPTION

JOB TITLE:	Finance Manager - Projects PMO	
DIVISION:	Finance	
SALARY BAND:	8a	
RESPONSIBLE TO:	Head Of Finance	
ACCOUNTABLE TO:	Associate Director of Finance	
HOURS PER WEEK:	37.5	
LOCATION:	Enfield Civic Centre (main base) and Royal Free Hospital, Hampstead Barnet Hospital, Barnet Chase Farm Hospital, Enfield	
MANAGES:	Directly:	0
	Indirectly:	1

## JOB SUMMARY

This is a role which will provide financial guidance on strategic projects and Financial Improvement Programmes (FIP).

- To prepare appropriate financial reports to set timelines with written analysis / commentaries for the various Group committees , analysing reasons for under / over performance and ensuring that the likely full year outcome is well explained.
- To understand the current internal and national FIP programme details, which can be reported to different committees and gain an understanding of whether these programmes are viable.
- To take full responsibility on making sure FIP savings are delivering, and where there are slippages ensure there are actions in place to mitigate these.
- To manage the relationship between Finance and the division and ensure they receive timely and accurate financial information to enable them to run the various aspects of their business.

- To manage the workload such that all deadlines are met, whilst completing work to a high standard, allowing for appropriate review and amendment by senior management before documents are disseminated outside the finance department.
- To take full responsibility for preparing and delivering monthly finance reports for financial recovery Board, PMO meetings & challenge sessions to name a few.
- To support the development of medium and large business cases including costing and offering advice.
- To maintain a professional line to the Head of Finance whilst closely ensuring they receive timely and accurate financial information to enable them to run the various aspects of their business.
- Deputise for the Senior Business analyst/Head Of Finance and pick up work when required.
- To provide financial advice in respect of the budgets/FIP programme and Business cases to ensure that the budgets are stretching but achievable.
- To ensure that staff within the Group have received appropriate training in the understanding and interpretation of financial reports such that they can review them and take the appropriate action of their own initiative.
- To represent the Finance department at key internal and external meetings.
- To act as Lead finance specialist in the group and manage relationships internally and externally.
- To advise senior managers and clinicians on highly complex financial matters and to persuade them towards actions that reflect sound financial prudence.
- To develop a detailed knowledge of the drivers of both income and expenditure for the group so that its well understood.
- To identify where processes do not work as efficiently as they could and highlight such areas to the Head of Finance (Projects), including recommendations of action to be taken to improve.
- To undertake any other duties appropriate to the role and grade as specified by the line manager.
- To operate flexibly when required to ensure business continuity across the portfolio.

## MAIN DUTIES AND RESPONSIBILITIES

### World Class Care Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time
- confident because we are clearly **communicating**
- **repected** and cared for
- **reassured** that they are always in safe hands

### 1. Analysis and service development

1.1	To drive value for money and return on investment.
1.2	To understand the asset strategy, considering risk, strategic plans and priorities and funding sources.
1.3	Advise the Head of Finance (projects) on the financial viability of projects and support the project leads with business case development.
1.4	To assist HOF on large strategic business cases ensuring that the costs, benefits, risks and income and expenditure of such schemes are fully understood.
1.5	To understand complex accounting and legal implications of different projects.
1.6	They will be responsible for exploring better methods of presenting financial information to the Group and other users supporting the Head of Finance for the division. This will require strong Excel skills and a good working knowledge of Word and PowerPoint.
1.7	The post holder will be expected to ensure that reporting timelines are adhered to

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| 1.8 | The post holder will be expected to work closely with the Directorates to ensure that they receive appropriate sound financial advice which they review and use to take decisions on costs. |
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## 2. RESOURCE management

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| 2.1 | Provide leadership to both direct Business Unit finance colleagues and wider finance team members |
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| 2.2 | The post holder will be responsible for the management of teaching and training of staff on matters relating to project finance and any new related area of financial policy |
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## 3. Responsibilities for information resources and/ or systems

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| 3.1 | The post holder will be expected to advise the Head of Finance, on financial matters, consequences and proposed actions to minimize risks.. They will also be expected to understand the Financial improvement programme (FIP) to ensure that action plans to move ideas to plan are being met. |
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| 3.2 | To use Microsoft Office software (Excel, Word, Access, PowerPoint and Outlook) and other developing media to create and format spreadsheets, model scenarios and databases for both own work and to produce output reports, with financial consequences for external bodies and other senior staff. |
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| 3.3 | To comply with the requirements of the Data Protection Act about the confidentiality of personal information and patient confidentiality |
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| 3.4 | CommunicationWork closely with members of the wider senior finance team and senior leaders across the Group; role model strong communication skills consistent with the trust values. |
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3.5	Deal with highly complex financial information and can distil complex problems into simple formulae and statements which can then be used to present, model and explain data to those with a less mathematical background. Focused / structured / concise verbal communication
3.6	The post holder will be expected to ensure that all ad hoc systems, especially those using Excel and Access are adequately documented and fit for purpose.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone’s responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust’s Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust’s policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate’s Governance structures.

- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g., link practitioners, are released to undertake their duties.

## **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act and General Data Protection Regulation 2018 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the Data Protection Act and General Data Protection Regulation 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g., HISS induction, organising refresher sessions for staff when necessary).

## **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognised.

The Trust aims to ensure that all job applicants, employees, or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be based on the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures, and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

To carry out responsibilities in such a way as to minimise risk of harm to children, young people, and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2018) and the Care Act 2014

### **Smoke Free**

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks to smoke. They may smoke during

designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.





### **Sustainability**

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling/redistribution facilities, minimising travel, and saving water when possible. If your role involves purchasing/ordering supplies, you must consider the environmental impacts and purchase optimal sustainable products and services.

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore expected to be aware of the Greener RFL & NHS agenda (via induction/ESR/other training) and actively encouraged/supported to implement new ways of working within their field of expertise that reduce harmful emissions and waste.



**PERSON SPECIFICATION**  
**POST TITLE: Finance Manager – PROJECT PMO**

		<b>Essential (E) Desirable (D)</b>	<b>Assessed through: App Form (A) Interview (I)</b>
<b>Royal Free World Class Values</b>	<ul style="list-style-type: none"> <li>Demonstrable ability to meet the Trust Values            positively  <b>welcoming</b>            actively  <b>respectful</b>            clearly  <b>communicating</b>            visibly  <b>reassuring</b> </li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Education &amp; professional Qualifications</b>	<ul style="list-style-type: none"> <li>Professional qualification in accountancy (CIMA, ACA, CIPFA, ACCA)</li> <li>Experience of working in a senior finance role, advising Directors and other senior management</li> <li>Educated to Masters level or equivalent</li> <li>Attendance at an Accounting for Foundation Trusts course</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> <li>A / I</li> <li>A / I</li> <li>A / I</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting senior managers and/ or directors in service developments</li> <li>Experience of using complex financial models for assessing risk and informing decision-making</li> <li>Experience of leading on large business cases or developments and assisting internal customers in understanding the assumptions and risks inherent in those business cases</li> <li>Experience of having worked with large, complicated sets of information, drawing inferences and developing strategy on the basis of the analysis</li> <li>Experience of presenting complex financial information to non-finance managers and directors</li> <li>An understanding of the Payment by Results financial regime</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> <li>A / I</li> <li>A / I</li> <li>A / I</li> <li>A / I</li> </ul>

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Leadership qualities and influencing skills:               <ul style="list-style-type: none"> <li>○ Ability to understand complex situations</li> <li>○ Ability to work in a professional and positive manner and meet challenging deadlines</li> <li>○ Pro-active, dynamic and flexible</li> <li>○ Ability to work autonomously</li> <li>○ Demonstrating initiative to work as an individual to meet deadlines.</li> </ul> </li> <li>• Strong analytical skills with the ability to solve highly complex financial problems</li> <li>• Excellent verbal and written communication skills</li> <li>• The ability to manage time, meet deadlines and prioritise delivering to tight deadlines and managing the demands of senior stakeholders simultaneously</li> <li>• Ability to make use of systems (initially Excel, PowerPoint, Microsoft Word) to prepare and present accurate, clear information and to identify what can be produced from other financial systems</li> <li>• Strong organisational skills and ability to prioritise</li> <li>• Flexible and able to manage workload to ensure delivery of both regular commitments and the support of Group initiatives</li> <li>• The ability to provide advice and support from across all of the accounting disciplines is essential</li> <li>• Able to influence others, and be able to present a coherent case</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> </ul>

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
	<p>in support of a desired strategic outcome or plan</p> <ul style="list-style-type: none"> <li>• Ability to challenge assumptions, and articulate alternative interpretations, scenarios and strategies</li> <li>• Requires standard keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> </ul>
<b>Personal Qualities &amp; attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Pro-active and positive</li> <li>• Resilient to cope with challenge and criticism</li> <li>• Ability to inspire confidence when presenting</li> <li>• Team player, willing to 'roll up sleeves' where necessary</li> <li>• Positive 'can do' attitude</li> <li>• Highly organised approach and ability to prioritise own work in order to meet strict deadlines and targets</li> <li>• Embraces change</li> <li>• Excellent interpersonal skills with ability to work closely and effectively with staff at all levels within the organisation, including ability to persuade as well as be diplomatic</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> </ul>

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
	<ul style="list-style-type: none"> <li>Excellent persuasion and negotiation skills are required to ensure delivery of balanced financial plans</li> </ul>	<ul style="list-style-type: none"> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>