

## **JOB DESCRIPTION**

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| <b>Job Title</b>   | : Assistant Director of Finance – Financial Management |
| <b>Directorate</b> | : Finance  |
| <b>Base</b>        | : Tameside & Glossop ICFT                              |
| <b>Grade</b>       | : Senior Manager Band 8c                               |

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| <b>Managerially Accountable to and reports to</b> | : Deputy Director of Finance    |
| <b>Professionally Accountable to</b>              | : Executive Director of Finance |

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### **Job Purpose**

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- The postholder will support the Deputy Director of Finance in the following areas.
- Coordination of the Trust's annual/strategic plan and budget setting
  - Financial planning and management within Divisions
  - Co-ordination of the revenue financial position
  - Development of patient level costing and service line reporting
  - Development and maintenance of budgetary systems of control
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## **PRINCIPAL RESPONSIBILITIES**

### **1. Financial Control**

- 1.1 To be responsible for the Divisional management and business accounting function, providing support and advice to the Deputy Director of Finance.
- 1.2 To be responsible for ensuring that the Divisions and the finance department adheres at all times to the Trust's Corporate Governance Manual.
- 1.3 To ensure all key financial systems are developed, maintained and administered to appropriate levels of control and accuracy.
- 1.4 To act as an authorised signatory for the finance department budget, authorising staff time sheets, band and agency staff and non-pay expenditure.

### **2. Financial Planning and monitoring**

- 2.1 To manage the budget setting process across the Trust, ensuring the implementation of the annual operational plan approved by Trust's Board.

- 2.2 To lead on the strategic financial plan and develop working with partners in the health economy and Greater Manchester in line with the national and regional guidance.
- 2.3 To manage the business processes for operational delivery of the Trust's annual income and expenditure within internal and external deadlines.
- 2.4 Develop and manage the Trust Efficiency Plans (TEP) ensuring schemes are monitored and reporting risks to the Trust's governance forums, including coordination of quality impact assessment, working with clinical, medical and divisional colleagues.
- 2.5 Attend and lead when appropriate TEP delivery and assurance meetings to ensure delivery of Trust wide TEP targets.
- 2.6 Undertake thorough financial risk analysis and report risks that may prevent the Trust from meeting its statutory duties and compliance framework to the Deputy Director and Director of Finance.
- 2.7 Develop and maintain an effective system for the development and review of Trust business cases, ensuring an appropriate level of assurance is in place with regards to quality accuracy and timeliness.

### **3. Financial Reporting**

- 3.1 Develop and maintain key reporting systems to ensure that the internal financial reporting is delivered, in conjunction with the other teams within the finance department, but also other corporate support functions such as HR and informatics.
- 3.2 Provide a full suite of integrated financial and activity based Trust reports within the reporting deadlines for the Divisions, the Trust Executive, Finance Committee and Trust Board to understand the actual and forecast position, associated management actions and inherent risks and opportunities.
- 3.3 Support the relationship and reporting requirements of the Trust's key regulator, NHSE
- 3.4 Ensure all national and local benchmarking returns are completed

### **4. Costing**

- 4.1 To support Trust costing lead in the successful delivery of the Trust's annual costing submission in line with the requirements of the Costing Transformation Programme (CTP).
- 4.2 Supporting the development of a plan for the implementation of costing reporting systems and regular reporting to provide accurate and timely information to support delivery of the Trust's Business and to improve patient outcomes and experience.

- 4.3 Ensure the costing information and output enables a full understanding of Divisional cost base at patient level including the impact of developments and disinvestments and linkage to NHSE Model Hospital, Get It Right First Time (GIRFT) and national benchmarking.
- 4.4 Provide reports to the Trust Board, Finance Committee, Divisions and Managers which will provide a fuller understanding of the Trust's cost base and the implications of commissioner investments and disinvestments.

## **5. Financial Systems**

- 5.1 Provide leadership to the Business Partners responsible for business systems and processes in order to ensure the most effective and efficient systems and processes are in place within the Trust.
- 5.2 Ensure the Trust's systems and process make the most effective use of resources and are value for money.
- 5.3 Ensure the income projections are accurately budgeted monitored and reporting to Division, Finance Committee and Trust Board. This will include the provision of timely and accurate monthly income information linked to activity performance and incorporating risk analysis.

## **6. Management**

- 6.1 Develop and maintain the capability of the Business Partners ensuring the appropriate advice and support is provided to Trust Managers.
- 6.2 Provide leadership and manage the teams within financial management to ensure a high quality finance service is provided to budget holders and managers.
- 6.3 Ensure that the department is working towards all requirements associated with Towards Excellence Level 3 accreditation, and that a culture of continual improvement exists throughout everything we do.
- 6.4 Review at least annually the capacity, capability and opportunities for career progression in the finance function and to strengthen the resilience of the service through designing training and development opportunities.
- 6.5 Provide sound professional and technical financial support to Trust Managers.
- 6.6 Assimilate complex information or situations requiring analysis, interpretation, and comparison of a range of options and to be able to link projects with other initiatives and in cases manage conflicting priorities.
- 6.7 To deputise for the Deputy Director of Finance when appropriate and on occasions represent the Trust at external meetings.
- 6.8 As a corporate senior manager, to take responsibility for the effective management of the Trust's resources and to participate in aspects of corporate decision making.

- 6.9 To provide cover for colleagues as directed by Deputy Director of Finance
- 6.10 To contribute to reviewing and updating departmental procedures and processes with a view to improving the effectiveness of the department and the services provided.
- 6.11 To liaise with the Trust's internal and external auditors when appropriate to ensure they receive a full and timely response to any queries.

## **ADDITIONAL REQUIREMENTS**

### **1. To provide cover for colleagues as directed by your manager.**

### **2. Risk Management (Health & Safety)**

- a) You will follow risk management procedures at all times. The Risk Management procedures for the Trust and the department are kept by the departmental manager.
- b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.
- c) If you identify a potential hazard you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.
- d) You must always use safety equipment provided, and report any defects to your manager. You must attend Risk Management Training as directed by your manager.
- e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.
- f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### **3. Infection Prevention and Control**

- a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.
- b) You must adhere to infection prevention and control policies at all times liaising with the infection control team and acting on any instructions given.
- c) You must attend regular infection prevention and control update training.
- d) You should at all times promote and demonstrate good practice for the prevention and control of infection.

**4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.**

**5. To safeguard at all times confidentiality of information relating to patients and staff.**

### **6 Child Protection and Vulnerable People**

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

### **7. No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

**8. To behave in a manner which ensures the security of NHS property and resources.**

**9. To abide by all relevant Trust Policies and Procedures.**

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder.**

**Please print names and obtain signatures once Job Description is agreed:**

|                                   |              |
|-----------------------------------|--------------|
| <b>Print/Sign:<br/>(Manager)</b>  | <b>Date:</b> |
| <b>Print/Sign:<br/>(Employee)</b> | <b>Date:</b> |

## Person Specification – Assistant Director of Finance – Financial Management

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education and qualifications</b>   |           |           |
| Qualified Accountant with a professional accountancy body   | √         |           |
| Evidence of continued professional and personal development   | √         |           |
| Degree or equivalent  |           | √         |
| European Computer Driving License or equivalent knowledge   | √         |           |
|   |           |           |
| <b>Experience</b>   |           |           |
| Significant experience within a Finance department  | √         |           |
| Significant experience of leading and management of a successful finance team.  | √         |           |
| Experience of working in all areas of finance and the ability to work at a strategic/operational level as appropriate | √         |           |
| Experience of service improvement culture and delivery with demonstrable evidence of change management                | √         |           |
| Experience of working with NHS regulators or equivalent.  | √         |           |
|   |           |           |
| <b>Skills and knowledge</b>   |           |           |
| Literate in modern IT software  | √         |           |
| Excellent IT technical skills especially in relation to manipulating large amounts of data                            | √         |           |
| Able to deduce key points from large/complex volumes of numerical and other data                                      | √         |           |
| Thorough understanding of accounting principles and practice  | √         |           |
| Ability to interpret and apply relevant DHSC /NHSE/I guidance to financial transactions                               | √         |           |
| Ability to identify and exploit the potential for improved financial systems  | √         |           |
| Ability to manage workload efficiently, prioritise and work to strict deadlines                                       | √         |           |
| Ability to provide leadership skills necessary to encourage and motivate staff  | √         |           |
| Excellent communication skills both written and verbal  | √         |           |
| Strong analytical skills and ability to consider the wider picture including future scenario planning                 | √         |           |
| Effective interpersonal and influencing skills  | √         |           |
| Good presentational skills  | √         |           |
| Problem solving skills  | √         |           |
| Knowledge of NHS financial accounting systems and practices   | √         |           |

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|---|---|--|
| Knowledge and understanding of NHS Finance regime | √ |  |
| Excellent planning and organisational skills      | √ |  |

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|---|---|--|
| <b>Approach to work and disposition</b>                                   |   |  |
| Flexible  | √ |  |
| Reliable  | √ |  |
| Courteous and professional attitude                                       | √ |  |
| Ability to work under pressure to meet strict deadlines                   | √ |  |
| Willingness to train and be trained                                       | √ |  |
| Committed to personal / professional development                          | √ |  |
| Ability to work as part of a team   | √ |  |
| Smart appearance  | √ |  |
| Pleasant attitude and ability to maintain a professional approach to work | √ |  |
|   |   |  |
| <b>Values</b>   |   |  |
| Open, honest and fair   | √ |  |
| Caring and considerate  | √ |  |
| Willing to learn and develop oneself and others                           | √ |  |
| Places a premium on listening and encouraging feedback                    | √ |  |
| Treats colleagues with dignity and respect                                | √ |  |