

## JOB DESCRIPTION

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| <b>Job Title:</b>       | Deputy Finance Business Partner (Deputy FBP)  |
| <b>Band</b>             | AfC Band 7  |
| <b>Care Group</b>       | Corporate   |
| <b>Directorate:</b>     | Finance, Commercial and Business Intelligence Directorate   |
| <b>Department:</b>      | Finance   |
| <b>Location:</b>        | Royal Bournemouth Hospital<br>Poole Hospital<br>Christchurch Hospital   |
| <b>Accountable to:</b>  | Finance Business Partner (FBP)  |
| <b>Accountable for:</b> | Senior Management Accountant  |
| <b>Main Purpose</b>     | <p>The Deputy Finance Business Partner will assist the FBP in delivering the Care Groups financial portfolio, working closely with General Managers and other budget holders providing a range of specialist and expert financial advice, training and support to enable the delivery of services efficiently and economically, under the FBPs direction. The Deputy Finance Business Partner will provide comprehensive management support to the FBP, deputising as appropriate.</p> <p>To assist in providing direct financial support to the assigned directorates ensuring full compliance with financial best practice, specifically in relation to:</p> <ul style="list-style-type: none"> <li>• Budget setting and reporting</li> <li>• Forecasting of expenditure, activity and income</li> <li>• Maximisation of income</li> <li>• Delivery of Improvement Programme Savings</li> <li>• Business case development</li> <li>• Activity and capacity planning</li> <li>• Board Assurance Framework</li> </ul> |

## General Duties

It is expected that the post holder will be able to fully support the FBP in their duties.

Acting as a link, under the FBP, between the finance function and the assigned Care Group; ensuring that financial governance principles and policies are reflected within the operations of each directorate.

The Deputy Finance Business Partner will manage all aspects of the month-end closedown and delivery of the Care Groups monthly financial position, under the guidance and lead of the assigned Care Group FBP.

To support the FBP on the financial impact of business cases and developments relating to the assigned directorates, ensuring that the financial records are effectively maintained in sufficient detail to enable prompt financial control and monitoring.

To manage the identification and development of directorate improvement programmes, monitoring their achievement and evaluating their successes.

## Communication and Working Relationship Skills

To work closely with senior managers across the Trust to provide a comprehensive range of expert financial advice, training and support to enable the delivery of corporate services efficiently and economically, as well as ensuring the achievement of all financial targets.

To act corporately and cohesively as part of the overall Trust Finance Function, contributing to its continuous development and improvement.

To at all times; act as a role model, representing the vision and values of the Trust.

To maintain effective working relationships with other members of the Finance and Commercial Services Directorate, Clinical and Corporate Management Teams, Budget Holders, and other Trust staff, actively responding to their needs and delivering high levels of customer satisfaction.

To provide expert theoretical and practical knowledge, interpreting a wide range of complex information requiring analysis and comparison, and providing clear explanations and guidance to a wide group of clinicians and managers.

To communicate complex financial information to non-financial managers in a manner that is clear and effective, to facilitate effective decision making.

To provide full support to the Finance Business Partner, and deputise as appropriate.

## Analytical and Judgemental Skills

To ensure that the financial records within the general ledger accurately reflect the activities of the care group.

To prepare and maintain accurate financial forecasts, to support decision making and financial planning for the Care Group, through joint working and liaison with directorate management and clinical leaders. This will include reporting live forecasts of the anticipated year end financial position.

To review and monitor the accuracy of staffing establishments and exercise effective establishment control through the authorisation of vacancy controls. This will include assisting managers in implementing, operating and reviewing effective systems to control temporary staff expenditure within the available resources.

To manage budget history schedules ensuring they track all budget virements.

To manage the achievement of cost improvement programmes throughout the year, ensuring that budget adjustments are actioned in a timely manner so that the general ledger reconciles to the CIP tracker.

To respond to complex financial issues and queries from GDO's, directorate staff, Senior Clinical staff and finance colleagues.

To interrogate and utilise a wide range of software systems, including the financial general ledger, Business objects, and advanced Microsoft applications to enhance the financial information and analysis provided to directorate.

To ensure Senior Management Accountants and Management Accountants provide appropriate working papers to support all financial entries, and which are available for audit scrutiny.

### **Planning and Organisational Skills**

To work autonomously, within defined parameters, using own initiative to make operational decisions.

To plan and organise the workload of all direct reports, ensuring that complex activities are fully explained, understood and achieved within the agreed timescales.

To maintain budgets to reflect authorised funding changes during the year, and monitor financial performance to identify deviations from plan, making recommendations to address any adverse position and agree appropriate corrective action to ensure that financial performance targets are achieved.

To manage financial forecasts and support decision making and financial planning for the Care Group, through joint working and liaison with directorate management and clinical leaders. This will include reporting live forecasts of the anticipated year-end financial position.

In accordance with the Trusts budget setting timetable, manage the negotiations with budget holders for setting of budgets, including the development of cost improvement programmes, ensuring efficiency savings are identified and monitored against plan.

To manage the delivery of financial awareness and budgetary control training to Care Group staff at all levels.

### **Responsibility for Patient/Client Care, Treatment and Therapy**

Within the remit of the portfolio;

The post holder will work across all Trust sites and will therefore come into contact with patients, their families and carers, and members of the public. They will at all times uphold

the Trust values and act professionally.

### **Responsibility for Policy / Service Development**

To maintain an expert understanding of the national Payment by Results Tariff funding system, including the interpretation of complex national guidance, providing clear explanations and guidance to directorate management teams.

To carry out ad hoc benchmarking exercises as required providing meaningful comparative data sets from disparate information sources to aid decision making.

To manage the identification and development of service transformation and cost improvement programmes, monitoring their achievement and evaluating their successes so as to ensure they meet the strategic objectives of the Trust.

To manage the project appraisal of tender documents, providing recommendations and being pro-actively involved with the management team during the tendering process.

### **Responsibility for Finance, Equipment and Other Resources**

To provide expert technical advice as appropriate, in relation to accounting policies

To manage the requirements detailed in the Trust Board Assurance Framework in relation to financial controls and mitigations.

To produce comprehensive procedure notes to support all aspects of the work performed by the Finance Business Partner team.

To assist with the production of the annual statutory accounts for the Trust, in accordance with regulators and Department of Health guidance, and compliant with International Accounting Standards and recognised best practice.

To assist internal and external auditors and the local counter fraud service in the performance of their duties, providing them with prompt information and explanations as necessary and to assist with ensuring any actions needed are taken to strengthen financial controls.

To comply with budgetary control best practice and Trust Standing Orders and Standing Financial Instructions.

To ensure that efficient and effective financial systems are designed, developed and maintained, to enable accurate and timely reporting of financial information, within agreed deadlines.

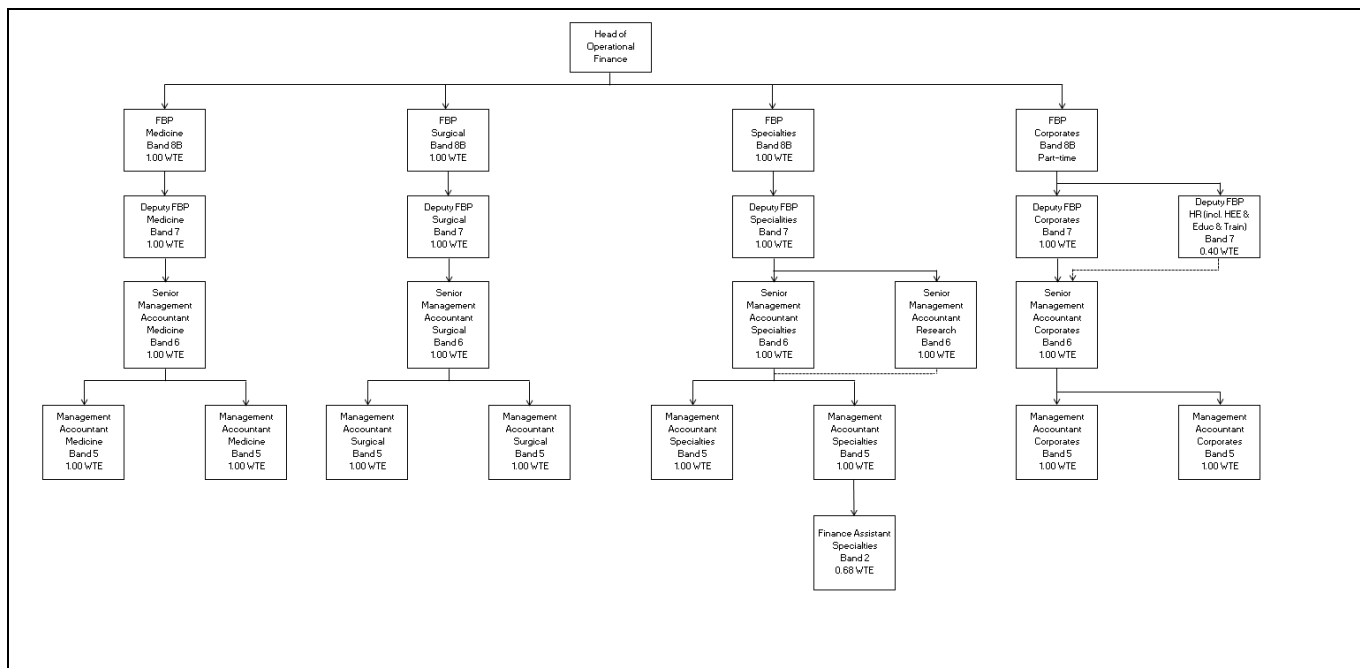
To ensure comprehensive procedure notes exist to support all aspects of the work performed.

To assist internal and external auditors and the local counter fraud service in the performance of their duties, providing them with prompt information and explanations as necessary and to assist with ensuring actions are taken to strengthen financial controls.

To facilitate timely responses to financial queries made under the Freedom of Information Act

To undertake any other duties commensurate with the post as requested by the Finance

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| Business Partner.  |
| <b>Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management</b>  |
| <p>To ensure the effective management and training of all direct reports.</p> <p>To ensure all direct reports receive an annual review in line with the requirements of the Knowledge and Skills Framework, and agree a personal development plan identifying any training and development requirements to further develop the responsibilities associated with their roles.</p> |
| <b>Responsibility for Information Resources and Administrative Duties</b>  |
| To support the Finance Business Partner in developing and maintaining appropriate reporting in relation to the portfolio, specifically monthly finance packs, monthly regulator reporting, annual plans and the Board Assurance Framework financial requirements.  |
| <b>Responsibility for Research and Development</b>   |
| To meet all continuing professional development requirements, which will include keeping up to date with new and changing accounting standards and to ensure this information is disseminated throughout the team.   |
| <b>Freedom to Act</b>  |
| Occasionally required to use autonomy and own interpretation to support the setting of standards as the key aspects of the portfolio will be governed as detailed in the NHS Group Accounting Manual, Financial Legislation, Accounting Standards, Trust Board Assurance Framework and regional and national guidance and policy.  |
| <b>Mental, Physical, and Emotional Effort</b>  |
| The post holder will be required to undertake periods of prolonged concentration when interpreting complex data and representing this in different formats to present to a variety of audiences.   |
| <b>Any Other Specific Tasks Required</b>   |
| To deputise for the Finance Business Partner, as required.   |
| <b>Organisational Structure of Department</b>  |
| The Operational Finance structure is summarised below.   |



## **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

## **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

## **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

#### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

## ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare FBd Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

## **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.