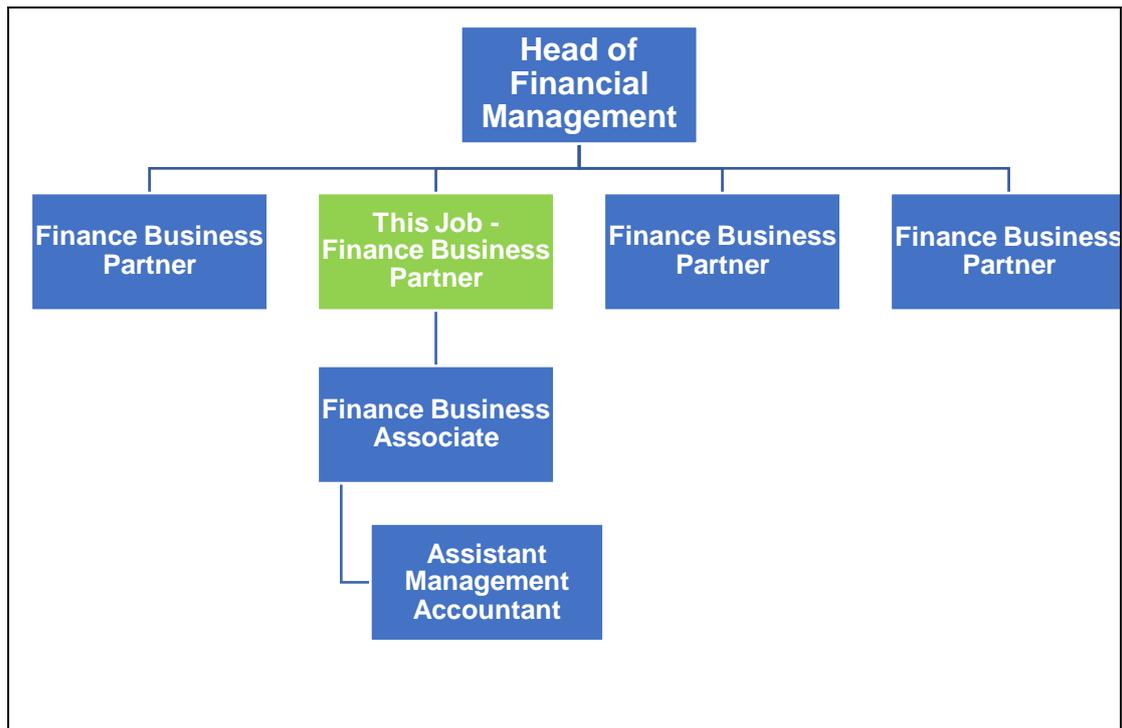




## JOB DESCRIPTION

<b>1. Job Details</b>	
<b>Job Title:</b>	Finance Business Partner
<b>Pay Band:</b>	Band 8A
<b>Reports to (Title):</b>	Head of Financial Management
<b>Accountable to (Title):</b>	Associate Director of Finance
<b>Responsible for (Title/s):</b>	Finance Business Associate
<b>Location/ Site/ Base:</b>	Crawley HQ
<b>2. Job Purpose</b>	
Provision of finance and business support to various Service / Support Units within the Trust. The focus will be to provide clear strategic financial leadership, delivering robust operational and financial management whilst improving cost effectiveness. Provision of accurate finance information to budget holders and accurate monthly results for incorporation into the monthly Finance Pack.	
<b>3. Role of Department</b>	
The post holder will be responsible for assisting the FBAs in providing financial support to the senior Finance team and budget holders to achieve financial control and effective budget management and to facilitate the delivery of the Trust's financial targets.	
<b>4. Organisation Chart</b>	
The purpose of this section is to establish how the job fits into the rest of the organisation.	



## 5. Duties & Responsibilities

Provision of financial support to a group of budget holders to ensure the achievement of financial control and effective budget management within the Trust that facilitates the delivery of the Trust's financial targets, including:  
Delivering a high quality and customer focused financial management service.

Adapt and redesign information systems to improve reporting to budget holders.

Identifying potential business opportunities, appraise and evaluate the factors which may impact on decision making and recommend strategies for adoption. This will include:

- Identifying financing options:
- Assessing different business models
- Assessing the availability of necessary skills and resources
- Performing risk assessments
- Analysing the potential economic impact of environmental change

Translation and realisation of clinical strategies and annual objectives through strategic financial plans and annual budgets. This will include continuous improvement in safety, effectiveness, patient experience and operational efficiency

Ensure effective, rigorous and complete in-year delivery of the business unit financial plan which maximises the scope for further investment and development opportunities

Ensure that business units effectively plan ahead, with strong on-going clinical engagement, to meet year on year efficiency challenges and assessing and mitigating other threats to financial sustainability that may arise
Proactively develop specific plans and supporting detail to drive the support needed from all parts of the Finance Directorate and other corporate functions
Develop and embed a reporting framework for all key areas of performance and risk
Support service redesign, providing financial input and business knowledge to identify and appraise options for reconfiguration, forming judgements on factors such as activity and income, cost, constraints and risk
Provide business units with specialist technical advice and information on subject matters such as investment appraisal, taxation and leasing
Provide the appropriate information into the annual statutory reporting process in compliance with the timetable, regulations and accounting standards and ensuring the completeness and accuracy of inputs
Presentations to Executives and senior Trust staff on financial issues affecting the services for which they are responsible
Ensure accurate and timely monthly financial information is produced and made available for budget holders and the senior Finance team for incorporation into the monthly Finance Pack with full variance commentary that adequately explains variances against budget and forecast, with the key income and expenditure streams appropriately analysed and presented in a user friendly manner for non-finance managers.
Support budget managers in identifying financial trends & KPIs, and to develop, implement and monitor solutions to address adverse variances.
Prepare financial forecasts in liaison with budget holders, advising and assisting them to manage their Directorate in year risks, pressures and expected outturns.
Assist the senior Finance Team in identifying and monitoring Cost Improvement Programmes in liaison with budget holders
Provide budget holders and service managers with continual support to manage their financial resources effectively, through greater customer engagement and the establishment of effective communication channels.
Support budget holders through the budget setting process ensuring that the information feeds into the overall Operations plans and the Trust's financial strategy.
Lead on Budget Holder training, including individual support to help budget holders understand complex financial information.
Ensure awareness of, and compliance with, financial governance, including Trust Standing Orders, Standing

Financial Instructions and relevant policies and procedures.
Support budget managers in the development and production of business cases for proposed service change or service development proposals.
Analyse spend patterns and develop strategies with the budget managers to maximise market intelligence to ensure value for money is achieved regarding key non- pay expenditure.
Ensure the integrity of the financial ledger relating to the cost centres for which responsibility has been allocated.
Line management, training and appraisal of the designated Finance Business Associate. Lead on recruitment to vacant Posts within the section as required.
Undertake regular audits and peer review with a view to improving the quality of services provided to budget holders. Assess risks relating to the role and use own initiative to find solutions.

### **Values**

The Post holder will be required to demonstrate compassionate care in their daily work and adopt the 6 Cs - NHS values essential to compassionate care: **Care, Compassion, Competence, Communication, Courage and Commitment**. Post- holders will also be required to understand and work in accordance with the NHS constitution and put the patient at the heart of their work.

### **Safeguarding Children, Young People and Adults at risk of abuse and neglect**

South East Coast Ambulance NHS Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse and neglect, and expects all staff and volunteers to share this commitment. All staff are required to adhere to the trust's safeguarding policy and understand their individual safeguarding responsibilities

### **Equality and Diversity/Equal Opportunities**

The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities. It seeks to eliminate unlawful discrimination against colleagues, potential employees, patients or clients on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between staff and clients. Individuals, including volunteers, contractors and temporary workers, must at all times indicate an acceptance of these principles and fulfil their responsibilities with regard to equality legislation and the Trust's Equality Diversity and Human Rights Policy and protocols. Similarly, all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations, ensure that they treat everyone with respect and consideration and attend relevant mandatory training.

As a member of the senior leadership team/ management team, the post-holders is expected to take responsibility for embedding equality and diversity in their work and areas of management responsibility. This will include leading on specific E&D related work streams and ensuring that the Trust is compliant with the appropriate equality legislation.

**Corporate governance:**

High standards of governance are vital in healthcare organisations. Good governance sets the boundaries and structures in which we are able to function safely and provide the most effective care to our patients. We ask all employees to:

- Familiarise yourself with and apply Trust-wide and local policies, procedures and other formal instructions.
- Act within the scope of your authority and/or practice at all times. Limits of financial authority are set out in our Standing Financial Instructions.
- Undertake the statutory and mandatory training suitable to your role and maintain any relevant professional registration(s);
- Maintain accurate and timely records wherever required; and
- Notify the Trust if you identify any areas for improvement in any areas of corporate governance so that we can learn and improve.

**Infection Prevention and Control**

The prevention and control of infection is recognised as everyone's responsibility. All staff, bank workers, volunteers and contractors, both clinical and non-clinical are required to make every effort to maintain high standards of infection control in accordance with the Trust's Infection Prevention and Control Policy and The Health and Social Care Act 2008

**Financial Management**

Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny.

Where applicable, provide strong budget management for the defined area of management responsibility and monitor expenditure against those budgets.

Act within Standing Orders and Standing Financial Instructions of the Trust.

**Health, Safety and Security**

Meet Health and Safety legislation and move towards an environment where health and safety considerations are firmly embedded in the planning and decision-making processes and the 'culture' of own area of responsibility.

Promote, monitor and maintain best practice in health, safety and security

All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a

safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of other persons who may be affected by their acts or omissions.

In addition, managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation. Trust's objectives in accordance with the Trust's risk management strategy and policies.

**Policies**

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECAMB policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

**Confidentiality / Data Protection / Freedom of Information:**

Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure.

In addition, managers have specific responsibilities to ensure that their staff maintain the confidentiality and security of all information that is dealt with in the course of performing their duties it is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott. Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

**Review**

This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties. Its content will be subject to regular review in conjunction with the postholder.

Date Reviewed:		
Reviewed By:	Manager:	Signature

	Postholder:	Signature:
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### PERSON SPECIFICATION

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	<i>The essential criteria are those which the role cannot operate without.</i>		<ul style="list-style-type: none"> <li>• Application Form (App)</li> <li>• Interview (I)</li> <li>• Assessment (Ass)</li> </ul>
<b>Qualifications/ Training</b> What should the candidate have already attained?	Professional accountancy qualification (CCAB) or equivalent.  Demonstrable commitment to post qualification CPD.	Recognised and appropriate finance degree.	App
<b>Knowledge</b> What particular knowledge should the candidate already have?	Sound, demonstrable knowledge of financial and accounting procedures  Extensive knowledge of NHS financial frameworks or similar complex organisations	Specialist knowledge of NHS financial frameworks relevant to the role.	I
<b>Experience</b> What previous type of experience should the candidate have?	Significant experience in a similar or comparable role.  Significant relevant experience including working with budget holders and senior stakeholders of an organisation.  Substantial experience in the production and reporting of consolidated budgets, forecasts and management accounts.  Significant experience of monitoring budgets and variance analysis  Experience of developing activity, income and expenditure forecasts, including the modelling of different scenarios	Previous experience of working within the NHS, preferably within an NHS Foundation Trust.  Experience in the use of E-Financials software packages.  Experience in the use of Business Objects	App / I

	<p>Previous experience of setting budgets with stakeholders and finance</p> <p>Experience of managing a team</p> <p>Commercially astute and able to develop costing models and pricing strategies to drive business growth and improve profitability and cash flow.</p>		
<p><b>Skills</b> What particular skills should the candidate already have?</p>	<p>The ability to create successful and effective working relationships through strong, positive interpersonal skills and excellent written and oral communication skills</p> <p>Able to identify the long-term strategic goals of the organisation and work towards achieving them.</p> <p>Significant man management skills to lead their team and ensure that the team members can gain from the leader's experience.</p> <p>Ability to communicate sensitive/ contentious financial information in a clear and persuasive way. This will include communication with people with non-financial backgrounds</p> <p>Excellent analytical, problem solving and critical reasoning skills.</p> <p>Sound planning and organising ability, and good attention to detail</p> <p>Excellent IT skills, including Microsoft Office, notably Excel to intermediate level</p>		I / Ass

	The personal stature and influencing skills necessary to persuade others and create successful and effective working relationships.		
<b>Personal Qualities</b>	<p>Excellent communication skills with the ability to negotiate and influence as well as write clear reports to explain variances and performance of activities.</p> <p>Excellent written and oral communication skills, including the ability to write succinct and clear reports and explanations and clearly explain complex financial issues.</p> <p>Promotion of the highest standards of probity and corporate governance acting ethically and with integrity in all dealings.</p> <p>Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.</p> <p>Able to maintain prolonged concentration to meet strict deadlines.</p> <p>Strong analytical, problem solving and critical reasoning skills.</p> <p>Methodical approach to work.</p>		I
<b>Other</b>	Full Time, Flexible working, Agile/home working		

**NOTE:** Candidates should meet all the essential criteria if they are to be shortlisted

Date Reviewed:	16 May 2022
Reviewed By:	