

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS

Job Title: CLINICAL BOARD ACCOUNTANT

Grade: Band 6

Base: Cardiff

ORGANISATIONAL ARRANGEMENTS

Accountable to: Managerially responsible to the Finance Business Partner / Assistant Finance Business Partner

Professionally Accountable to the Director of Finance through the Finance Business Partner team

Our Values ‘ CARING FOR PEOPLE; KEEPING PEOPLE WELL ’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB PURPOSE

- ◆ This role is part of the Finance Business Partner team, which provides professional financial advice, support and information for the activities of the Clinical Board to enable it to effectively and proactively set and manage its budgets and finances to ensure the achievement of financial targets and plans.

- ◆ The post holder will report to the Finance Business Partner / Assistant Finance Business Partner and will be expected to work closely with Clinical Board budget holders to provide support in the delivery of the finance agenda. The post holder may be asked to deputise, as appropriate.
- ◆ To provide support into the financial and business planning processes within the Clinical Board to ensure that the financial implications of service developments are fully identified and understood.
- ◆ To support to the UHB on commissioning and cross boundary flows as relevant to the Clinical Board services.
- ◆ Contribute to efficiency and productivity improvement programmes within the Clinical Board. This will include supporting the implementation of Patient Level Costing within the Clinical Board to minimise clinical variations in order to maximise efficient and effective services and financial performance.
- ◆ To support the Finance Business Partner team in ensuring the Clinical Board's financial activities and systems are in line with corporate policies and procedures and meet the highest standards of stewardship and probity and comply with corporate governance requirements.

DUTIES AND RESPONSIBILITIES:

1. Clinical Board Financial Management

- To provide professional financial advice, support and information for the activities of the Clinical Board in line with UHB strategy. This will require supporting the Finance Business Partner team in supporting the Clinical Board to achieve its objectives and delivery of its operational plan. A major aspect of operational performance will be delivering financial balance.
- In support of delivering financial balance and efficient services, support the Clinical Board in development and implementation of cost reduction schemes to ensure the achievement of Clinical Board, Directorate / Locality and corporate financial targets, contributing effectively to the planning and implementation of the UHB's Operational Plan.
- To support the Finance Business Partner team in monitoring the financial performance of the Clinical Board. This will include developing detailed financial projections, option appraisals and forward plans to enable opportunities and risks to be anticipated and managed, in order to achieve Clinical Board and Directorate / Locality financial targets. This also includes the provision of finance to deliver break even and maximise the efficient use of resources in support of high quality patient care.
- Communicate and interpret sophisticated, complex and often contentious financial and non financial information in an easily understood manner with Clinical / Locality Directors, Directorate / Locality Managers and other senior managers with regard to resource assumptions, efficient use of resources and opportunities for cost reduction, through a process of negotiation, influence and persuasion.
- Prepare and present monthly financial performance reports to Clinical / Community Directors and Directorate / Locality management teams identifying key risks, pressures and opportunities, as well as financial forecasts and actions required to ensure financial viability is maintained.

- To support in the provision of financial training of budget holders in a manner that is easily understood by non-finance professionals, to enhance financial awareness and understanding.
- To support the provision of financial support to teaching and research activities within the Clinical Board, and ensure that all costs are identified and appropriately funded.

2. Clinical Board Performance and Efficiency

- To provide professional finance support and advice for efficiency and productivity improvement programmes within the Clinical Board.
- Work with colleagues within the UHB to assess relative performance within the Clinical Board and support continuous improvement programmes in the delivery of high quality efficient services.
- To support the implementation of Patient Level Costing within the Clinical Board and its use to identify areas of clinical variations in order to maximise efficient and effective use of resources and enhance service and financial performance. This will drive forward service change and modernisation and will require a change of emphasis from functional budgets to activity based performance measures.
- Provide financial support and advice to Directorate / Locality meetings within the Clinical Board.

3. Clinical Board Business Planning

- Provide financial advice and support for the Clinical Board's business planning processes across a broad range of complex and diverse services. Support the development of complex service models and financial analysis tools to allow for robust analysis, evaluation interpretation and comparison of a range of financial options and investment appraisal to ensure best value is achieved in decision making. This will require regular review, update and revision of financial plans, key assumptions and risk assessments.
- Provide financial advice and support to the production of Business Cases within the Clinical Board, including major strategic and corporate developments. These will often require the interpretation and comparison of a range of options which may be highly complex in nature where sound professional judgement will be required to ensure that they are financially robust.
- Support Directorates within the Clinical Board in ensuring that the financial consequences of service developments, delivery of NHS targets and significant changes in clinical practice are quantified and understood prior to implementation.

4. Commissioning and Cross Boundary Flows

- Provide financial support and advice to Clinical Directors, Directorate / Locality Managers and other senior managers on service delivery and planning issues relating to the business of the Clinical Board.
- To support the UHB on commissioning processes, liaising with key external stakeholders such as other Local Health Boards, Welsh Government, WHSSC, Local Authorities and NHS Trusts as appropriate, to ensure appropriate income recovery for the UHB and Clinical Board.

- To support the commissioning and performance management process of relevant Service Level Agreements with other NHS organisations, liaising with both internal and external stakeholders as necessary. Ensure that agreements reflect the full cost of service provision to maximise income recovery to the Clinical Board and the UHB.

5. Professional Finance and Governance

- Support the development and update of information systems to meet requirements of the UHB, the Clinical Board and commissioners, using computerised Microsoft applications. This will include establishment control systems.
- Support the development of high standards of stewardship and probity within the Clinical Board to ensure corporate governance requirements are achieved.
- Provide support in the action of Internal Audit and Wales Audit Office reports to ensure that the highest standards of probity and corporate governance are achieved. Identify key areas of risk to be incorporated within the UHB Audit Programme.
- In conjunction with the Finance Business Partner team maintain financial integrity of the general ledger in respect of transactions and reporting for the Clinical Board, ensuring compliance with accounting standards and WG guidelines.
- Support the Finance Business Partner team in ensuring that systems exist within the Clinical Board for adequate control and reconciliation of its debtors, creditors and stock. Ensure that income is invoiced, reconciled and collected in accordance with the terms of the respective agreements. Support the recovery of outstanding debts and to liaise closely with the Central Finance Department to ensure maximum income recovery and compliance with the outstanding Debt arbitration policy.
- Ensure that the scheme of delegation within the Clinical Board complies with the approved limits in place within the UHB and that the signatory list is kept up to date.
- Assist in the Clinical Board's provision of support to the year end accounts process to ensure the accurate and timely closure of the UHB's final accounts.

6. General / Partnership Working / Human Resource Management

- Support and develop partnership working, by attending and contributing to Directorate / Locality Forums. Communicate highly complicated and sometimes emotive financial information to multidisciplinary stakeholders.
- Support the continuous improvement in all aspects of the department by regular review of work practices and procedures.
- To liaise with patients and the public regarding private patient work and providing general information and advice as necessary.
- To deputise as and when required.

HEALTH & SAFETY REQUIREMENTS

All employees of the UHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the UHB to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

