

ROTHERHAM, DONCASTER & SOUTH HUMBER NHS FOUNDATION TRUST

FINANCE DEPARTMENT

JOB DESCRIPTION

1 Job Details

Job Title: Senior Finance Manager (Management Accounts)

Grade: AfC Band 6/7 (Dependant on qualifications & experience)

Line Manager: Senior Finance Business Partner

2 Job Purpose/Dimensions

This post holder will work as part of a team, assisting the Senior Finance Business Partner and Assistant Director of Finance and Care Groups in providing a high quality Financial Management Service.

2.1 Financial Planning and Costing (30%)

To contribute towards the development of the Finance Directorate and Trust, being part of the Financial Management Team, providing professional financial advice and information on Service Developments, Service Reconfiguration and Business Cases

2.2 Financial Management and Performance Reporting (25%)

To support the Directors, Heads of service and Care groups/Corporate Services on financial and performance management issues and provide accurate financial information and advice in supporting the Trust in managing its financial affairs.

2.3 Contracting (25%)

To be the nominated lead on the financial aspects, be involved in the agreement of and assist in the resolution of any contracting disputes of designated Contracts and Service Level Agreements with the Trust's Commissioners in an efficient and timely manner.

2.4 Professional and Managerial (10%)

To manage, support and develop other finance staff within the Finance Department and contribute towards the delivery a professional financial service by the Finance Department.

2.5 Cost Effective Services (10%)

To support the development and delivery of cost effective services contributing to the accurate costing of services via Reference Costing, Pricing, PLICS and Service Line Reporting, to contribute to Trust wide financial returns and monitoring statements including Divisional QIPP plans.

3 Principal Duties and Responsibilities

3.1 Financial planning and Costing (30%)

- Responsible for the financial planning of local services in terms of assessing affordability and value for money by giving care groups / Corporate Services the financial information they require in order to aid the development of services and implementation of strategy.
- To prepare detailed financial assessments of Service Reconfiguration and Business Cases (Large Capital Investments) using complex analytical tools such as spreadsheets to undertake appraisals/financial modelling for competing options. To be aware of capital issues, cost the revenue implications and provide financial advice when proceeding from Outline Business Case into Full Business Case scenarios.
- To provide accurate costings and detailed financial plans, as and when required, relating to Service Improvement Plans, Development Bids, Retraction, and Service Redesign.
- To ensure the financial transfer of services to/from the Trust, to other organisations, are properly undertaken and financially appraised so that Trust wide issues are recognised and risks are identified and to ensure existing financial plans are adjusted to take into account major changes to service configuration.

3.2 Financial Management and Performance Reporting (25%)

- To be a member of the Care Groups / Corporate Service Management Teams providing support, assistance and advice to the Directors, Deputy Directors and Heads of Service on financial issues to help them make informed decisions about the organisations activities and direction.
- To contribute to corporate reporting to support the Trust in managing its financial affairs by :
 - Preparing financial reports/returns for the Care Groups/Directorates, Trust Committees, Finance Sub Group, and other relevant external bodies such as NHSE / NHSI / ICS / STP'S / Provider Collaboratives.
 - Supporting the Assistant Directors of Finance with central reporting duties and delegating to members of the team as appropriate.
- Responsible for the production of monthly budget reports in accordance with the Trust Boards strict reporting deadlines, to investigate and advise on significant variances and prepare timely financial action plans in order that corrective action can be taken.
- Responsible for the accurate setting of income and expenditure budgets for designated Care groups / Corporate Services. To work closely with Senior Managers/Directors on options of how to maintain the level and quality of services within the resources available and provide the detailed information required for the production of the Trusts annual financial plan.
- To forecast accurate year end financial positions, and provide advice and information on service cost pressures, income generation initiatives and identify

risks so that action plans can be produced to ensure a financial viability is achieved where possible.

- Provide on going financial support and advice to all budget managers and provide training to non-finance staff on budgetary control and other finance issues in a way that is easily understood.
- To maintain adequate financial systems/records and use appropriate IT tools (Spreadsheets/Application Software/Various IT Systems) to assist in the preparation of accurate financial information.

3.3 Contracting (25%)

- To lead on the financial aspects of Service Level Agreements and Contracts and to liaise with the Directors/Contracts Team to ensure the agreement and effective management of Service Level Agreements across the Trust.
- To be involved in the agreement of both provider and commissioner agreements with NHS and other external organisations and ensure suitable controls are in place to recover income streams (invoicing arrangements).
- To positively represent the Trust and Finance at local groups on finance issues, and to develop and maintain strong working relationships with Senior Managers internally as well as external partners organisations.
- To lead on specific financial issues relating to local circumstances with the support of centrally based staff, eg Housing Associations, leases, management agreements, tenders, private sector providers/third sector organisations etc.
- To provide detailed financial information for the development and implementation of Pooled Budgets (where financial resources from both Health and Social Services are combined) and their monitoring arrangements.

3.4 Professional and managerial (10%)

- To be a member of the Trusts Finance Sub Committee and to assist in developing the Trust's financial strategy, policies and systems for monitoring financial performance.
- To be a Trust authorised signatory, responsible for the authorisation of payment runs, bank transfers, travel warrants and cheques to the value of up to £1m.
- Responsible for the day to day management of (Assistant/Trainee/Apprentice) Management Accountants and to be involved in recruitment, training, delegation of duties and discipline/performance issues.
- To manage and support central finance staff in producing timely and accurate financial information whilst ensuring financial information is processed in accordance with the Trusts Standard Financial Instructions and other financial policies and procedures.

- Contribute to the change management agenda with a view to raising the profile of finance and to encourage and maintain professional training, education and development of finance staff.
- To provide support to both Internal and External Auditors by giving detailed information to enable them to fulfil their auditing duties.

3.5 Cost Effectiveness (10%)

- To contribute to the production of the Trust's Reference Costs and Costing and Pricing using sophisticated financial costing software to enable a national comparison of service costs across the NHS. To contribute to and promote the development of Service Line Reporting /PLICS within designated Care groups.
- To provide advice and information on delivering cost effective services and to closely work with Care groups/ Directorates on successfully achieving QIPP Plans as well as highlighting in a timely manner the risks of any non achievement. To contribute towards the setting and achievement of any corrective action plans required.
- To complete all relevant ad-hoc financial/monitoring returns to external partner organisations and assist Financial Accounts in providing information for the preparation of year end accounts.

4 General

This job description does not provide an exhaustive list of tasks and responsibilities and the post holder will be required to undertake additional duties commensurate with the grade/ position. Specific objectives for the post holder will be regularly agreed and reviewed as part of an individual regular 1:1's & annual performance review.

PERSON SPECIFICATION - Senior Finance Manager (Band 6/7)

Assessment Criteria	Essential	Desirable
Qualifications/Training	<p>For Band 7 - CCAB fully qualified accountant or final stages of studying</p> <p>For Band 6 - Part CCAB Qualified and actively studying to complete qualification</p>	<p>Graduate</p> <p>Management Qualification</p>
Experience	<p>Experience of working with and advising senior managers & heads of service</p> <p>Experience of (Band 6):</p> <ul style="list-style-type: none"> - Setting annual budgets - Forecasting year-end spend - Supporting budget managers to meet a planned position / action planning - Monitoring and advising of cost savings efficiencies <p>Additional experience for Band 7</p> <ul style="list-style-type: none"> - Preparing the financial case for business cases, tenders or new services, or the transfer of services in and out of an organisation. 	<p>Staff Management experience</p> <p>Experience of working with and advising Directors</p> <p>Experience of liaising with Commissioners / Third Sector Organisations regarding the finances for contracts.</p>
Knowledge	<p>A clear understanding of the financial regimes within the NHS</p> <p>Demonstrate technical expertise in NHS Trust financial matters.</p> <p>A good knowledge of current accounting standards as they apply to the NHS.</p>	<p>Knowledge of current key Department of Health, NHS Improvement and NHS England policies and priorities and their application.</p> <p>Knowledge of the Foundation Trust / ICS Regime</p>

	Good understanding of the principles of budgetary control and reporting	
Skills and Abilities	<p>Good oral and written communication skills, including the ability to explain complex and technical issues to non finance colleagues, in a clear, concise and understandable way.</p> <p>Ability to manage a varied workload, prioritising work and acting independently to get results.</p> <p>Confident to make effective contributions to meetings. Able to listen to others and willing to take on board their views.</p> <p>Good financial management and financial planning skills.</p> <p>Strong analytical skills and ability to deal with highly complex issues.</p> <p>High level of proficiency in the development of spreadsheets (using Excel), together with proficiency in the use of word processing and e-mail systems.</p> <p>Ability to communicate effectively with colleagues at all levels</p> <p>Ability to use complex financial information constructively to influence colleagues.</p>	<p>Competent in making presentations to finance and non - finance audiences.</p> <p>Ability to lead and organise projects to deadline.</p>
Attributes	<p>Ability to deal confidently and diplomatically with colleagues at all levels, and with external contacts, including the handling of confidential/sensitive information.</p> <p>Has a flexible attitude to undertaking various team roles and to providing cover for other team members.</p>	

	<p>Committed to putting in extra effort to achieve important goals and to manage a large and diverse workload</p> <p>Demonstrable experience of working effectively under pressure and to tight deadlines.</p> <p>Ability to be self motivated, setting own targets and goals even when there are no specific parameters to the job.</p> <p>Commitment to personal and professional development</p>	
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