

## JOB DESCRIPTION

### Job No:

#### 1. Job Details

Job title:	Deputy Finance Manager – Financial Management
Job grade:	Band 6
Hours:	Full-time
Reports to:	Senior Divisional Finance Manager
Division:	Corporate
Department/Area:	Finance
Location:	King's Mill Hospital

#### 2. Job Purpose

To provide financial support in all aspects of financial management within a division or corporate service, with a focus on specific programmes of work, projects and business case support. The role will involve discussing financial management issues with non-financial managers and clinicians.

To support the Senior Divisional Finance Manager, Divisional Finance Manager and Finance Manager in contributing to a comprehensive financial management and support service to divisions and corporate directorates. The role will provide key business and financial support to these divisions in line with contractual requirements in addition to the Trust objectives and strategy.

The role includes financial performance reporting and support to the development of business proposals, financial planning, and budget setting. Supporting the development of Financial Improvement Programme (FIP) initiatives and providing benchmarking and analytical support.

The postholder will require technical accounting and business knowledge, strong analytical skills and the ability to communicate and present financial issues effectively to groups and senior non-financial colleagues.

#### 3. Role of the Department

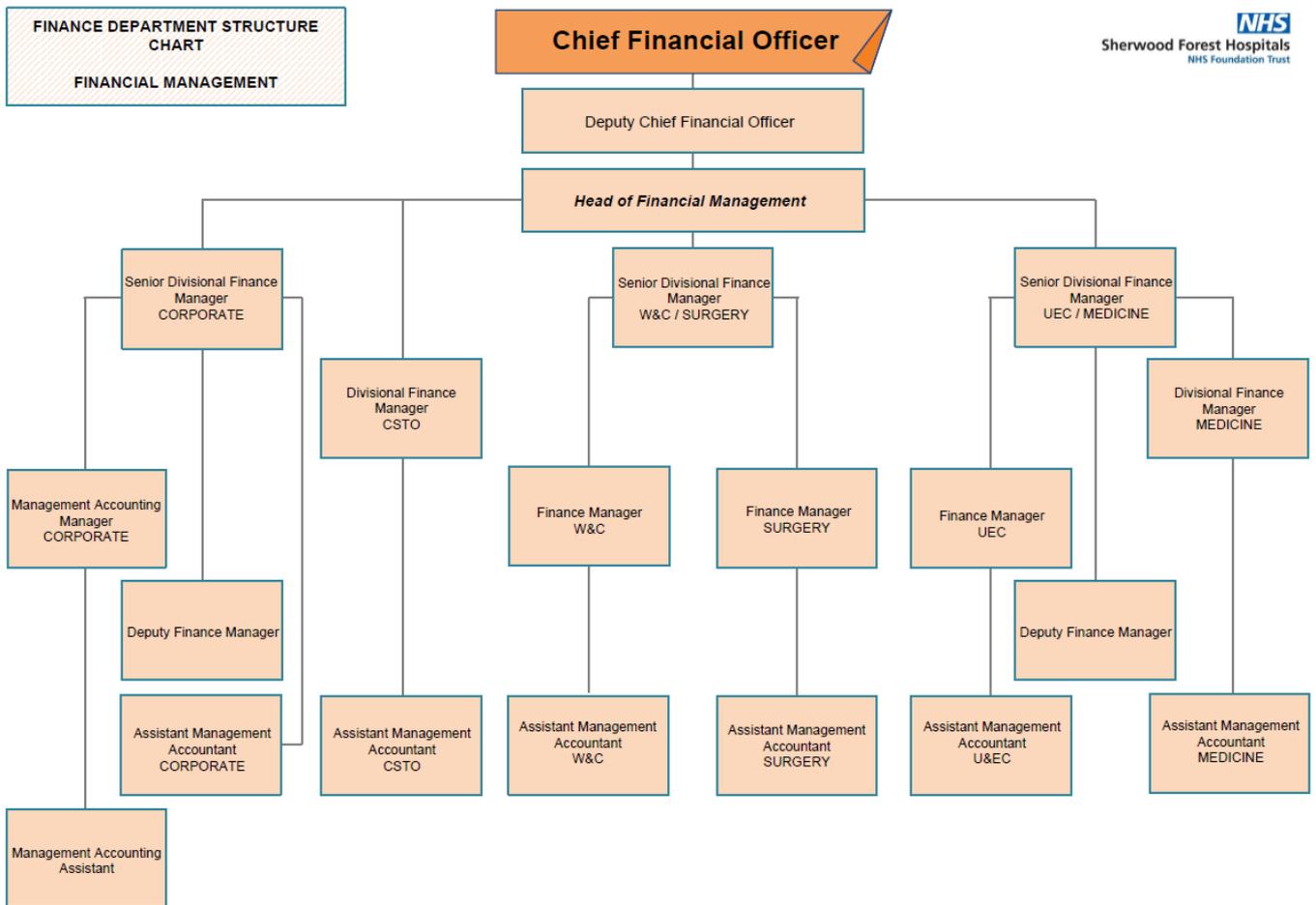
The Finance department is responsible for:

- Maintaining financial systems and processes to ensure the highest standards of financial management and control.
- The production and provision of accurate and timely financial information to the Finance Committee, Board of Directors, ICS, and NHSE.
- The provision of financial services, including the weekly and monthly payroll.
- Preparing statutory returns including annual accounts and national costing returns.
- Supporting Divisions and Budget Managers with high quality financial and business advice.
- The development of financial plans and the management of the Trust's financial strategy.

In addition, this role provides a central function designed to shape the development of the Trust's strategic vision and to establish the conditions of strategic relationships that will enable that vision to be realised.

## 4. Organisational Chart

FINANCE DEPARTMENT STRUCTURE CHART  
FINANCIAL MANAGEMENT



## 5. Key Result Areas

### Financial Management

1. The post holder will be responsible for supporting the Senior Divisional Finance Manager (SDFM), Divisional Finance Managers (DFM) and Finance Managers (FM) in providing a full range of financial management support, information and advice to enable stakeholders to manage the Division or directorates budgets and ensure the Trust fulfils its financial duties.
2. To support the SDFM, DFM and FM through the provision of accurate, timely and regular financial management information as part of monthly reporting cycle, planning and coordination of the Trust's budget setting process, ensuring that all relevant factors are incorporated.
3. To support the divisions in reviewing, understanding, and acting on financial information. Working with managers, particularly in relation to specific programmes of work, projects or business cases, to identify reasons for variations, mitigations to address these variations and support in the production of monthly performance reports.
4. Support major revenue projects within the Trust, including the production of financial evaluations for new and exiting business ventures.
5. Ensure that systems are in place to incorporate PLICS, FIP and transformation and report any areas of concern/exceptions to the SDFM, DFM & FM. Work alongside Financial Business

Intelligence team members to produce financial analysis to support productivity and performance reporting.

6. To Support the SDFM, DFM and FM in ensuring all known changes to services, FIP impact, financial pressures and mitigations are identified, costed and incorporated into the forecasts as well as information on risks, opportunities and future investment requirements.
7. Work with the Division and Improvement Faculty to identify cost reduction, efficiency and transformation of services programmes. This will include monitoring progress and remedial action against specific scheme targets where necessary.
8. To provide other financial information as required within agreed timescales and deadlines, ensuring a high-quality professional finance service is provided to all users.
9. Using specialist knowledge and experience of a range of Finance and Trust procedures and practices, when attending meetings and providing financial advice as required.
10. To have technical knowledge and understanding of the financial system and processes.
11. To be aware of the Trust's Standing Financial Instructions and Financial Procedures, ensuring that service managers understand and adhere to them.
12. Support the SDFM, DFM & FM in business forecasting for the annual business planning cycle and in year monitoring for both income and expenditure, in terms of modelling and analysing future scenarios around changes in demand, activity and resultant capacity requirements.
13. Support on all financial aspects of the transformation workstream including business cases, providing financial input, and contributing to the preparation and completion of cases for service developments and transformation schemes. Identify capital, revenue and cash flow implications for schemes and ensure risks relating to the proposals are understood by all stakeholders (including the impact on other services across the Trust).
14. Support on the financial input into the development of strategic opportunities for financial initiatives leading to efficiencies and transformational savings. Make use of all available tools and multiple sources of information to establish opportunities, including Model Hospital, PLICS and other informatics data.
15. Support the development of business intelligence processes, which can be used in decision-making to inform strategic service development opportunities.
16. To provide the senior finance team and senior divisional managers with high quality and timely information on changing trends in the financial profile of the divisions.
17. Create and generate reports ensuring accuracy, timeliness, and professional quality, using complex spread sheets and databases to communicate financial information to operational managers on a regular basis.

### **General Duties**

18. To have personal responsibility to not discriminate, harass, bully or condone discrimination or harassment by others. To be responsible for promoting diversity and equality of opportunity across all areas.
19. To contribute to the continued development of the Finance department, actively participating in working groups to improve systems and processes, to enhance finance training and development and support a positive culture within the team.

20. To support the promotion of the Future Focused Finance culture throughout the department, and to contribute to improving standards and maintaining high quality, streamlined and efficient services.
21. To plan and prioritise own work within broad parameters, to ensure effective support to all areas and delivery of key objectives and deadlines. In doing so balancing workload to internally and externally agreed deadlines, while progressing medium term objectives and responding to ad-hoc queries. This will include obtaining clarity on required tasks, responsibilities, progress against timescales and risks, in delivering the agreed objectives for this role.
22. To participate in learning activities to ensure the continuous development of own skills, knowledge and professional competencies.
23. To develop effective working relationships with internal and external stakeholders to ensure effective service delivery.
24. To signpost clinicians and managers within the Trust to have access to financial and non-financial business intelligence information through the development of increased levels of automation of performance data.
25. Support the delivery of a Trust-wide education and training programme aimed at Non-finance Managers, enabling them to fulfil their role as Budget Managers and raising awareness of relevant financial issues.
26. Work with the SDFM, DFM & FM to ensure current & any new staff receive appropriate training, support and development to achieve their goal of being recognised as a high performing team.
27. Ensure compliance with Trust policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care.

## **6. Physical and Mental Skills**

### **Communication**

- Use of high quality oral, written and electronic communication and inter-personal skills to provide and receive complex, confidential and sensitive information in relation to payroll, budgets and proposed investments and developments.
- Required to be able to work effectively with Finance and Divisional colleagues, internal and external to the Trust and across all levels, being able to provide cover for corporate Finance colleagues as required.
- Interpersonal skills and ability to interact and work with colleagues at all levels.
- Supportive, positive attitude and approach to work.
- Good communication skills, inclusive of verbal, written and formal presentations.
- Professional approach to supporting Trust wide meetings, presenting complex financial information to non-finance colleagues.

### **Analytical / Judgemental Skills**

- Routinely undertakes complex analysis of budgets, manpower, payroll, operating expenses and income data. Use of judgemental skills to investigate deviations from budget and identify incorrect data.
- Expertise – business minded individuals with solid financial, analytical and business problem solving skills.
- Analytical skills and inquisitive nature.
- Process and continuous improvement skills.

### **Planning and Organisational Skills**

- The ability to plan and organise workload to ensure that all timetables are met. This includes the monthly reporting timetable, which supports the production of the Performance Management and Executive Performance papers and the preparation of the Trust's Annual Accounts.
- Intermediate process and continuous improvement skills.
- Able to work independently or as part of a team.
- Ability to deliver quality routine and ad-hoc work to tight deadlines and to manage conflicting priorities.
- Develop and adjust complex plans and schedules, both long-and short-term to meet organisational requirements.

### **Physical Skills**

- High level of IT skills required, including keyboard skills, along with the need for speed and accuracy, understanding and using complex spreadsheets and word, general ledger and presentation packages and Payroll databases.
- Must be comfortable in participative problem-solving environments including senior management.
- Concentration is required in the provision of advice for the range of commercial financial issues, writing reports, working to deadlines and dealing with unpredictable business issues pro-actively and on a day-to-day basis.

## **7. Responsibilities of the Post Holder**

### **Patient/Client Care**

To provide a high level of financial support to the Trust to ensure patient and client care is of the highest standard possible.

### **Policy and Service Development Implementation**

Responsible for the development and implementation of relevant Trust policies and procedures and the implementation of statutory and NHS requirements.

Responsible for the provision of accurate financial information to facilitate compliance with the Trust's statutory financial duties.

### **Financial and Physical resources**

Observes personal duty of care in relation to equipment and resources used in the course of work.

Participating in cross-cover arrangements and ensuring best practice is shared amongst Financial Management colleagues in order to improve efficient and effectiveness.

To participate in learning activities to ensure the continuous development of own skills, knowledge and professional competencies.

To undertake and other duties which maybe reasonable regarded within the nature of the duties, responsibilities and grade of the post as defined.

### **Information Resources**

Responsible for the management of the fixed asset register including the implementation of system upgrades. Responsible for the development and maintenance of a number of highly complex computerised financial models.

### **Research and Development**

Participates in and responds to relevant Internal and External Audits of financial systems and procedures. Provides financial information for use in surveys and audits as required. Proactively engages in the ongoing review and development of work processes to seek continuous improvement.

### **General Responsibilities of the Post Holder**

All employees have an individual responsibility to have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

All employees have an individual responsibility to ensure that all information recorded both manually and electronically achieves and maintains the highest possible data quality standards by adhering to the Trust's Data Quality Strategy and Policy. Poor quality information will put patient care and safety at risk, and will also impact the Trust's performance and finances.

## **8. Freedom to Act**

The post holder is expected to determine how best to achieve defined results and outcomes working with colleagues and professional guidelines. This is a largely autonomous role.

The post holder is expected to work independently and to determine how best to achieve defined results and outcomes working with Finance and Trust colleagues, along with external experts, and within Trust, legal and professional guidelines.

Operates with regard to Trust policies, procedures, practices and systems. These include Standing Financial Instructions (SFIs), Statutory, Professional, and NHSI rules and regulations. Responsible for ensuring all systems policies and procedures reflect current and best practice and are updated / new policies created to reflect system changes and developments.

The post holder must ensure a balanced and prioritised approach to high level and competing priorities to ensure finance issues are dealt with in a timely, appropriate and effective manner.

Participate in training and staff development programmes to ensure the post holder remains up to date and also imparts useful information and skills to other staff.

Takes reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work in order to maintain a safe working environment for self and colleagues. Treats everyone equally and with respect at all times ensuring appropriate standards of behaviour, service and professionalism.

## **9. Physical, Mental and Emotional Effort Required**

### **Physical**

Light physical effort, such as walking and carrying files only. Extensive periods of sitting required during meetings of different duration including a variety of locations across the Trust.

### **Mental**

A high degree of work can be unpredictable and includes occasional interruptions and the need to work to unanticipated deadlines such as in response to urgent requests for financial information. There is a frequent requirement for concentration, often occasionally for long periods when manipulating and analysing financial data and information. The ability to multi-task is essential and to switch between high level, competing demands, handling each in an efficient and effective manner.

### **Emotional**

Exposure to distressing circumstances is rare, although the post holder may be exposed to unpleasant and emotional conditions through verbal aggression from dissatisfied Managers or Clinicians when discussing costing issues. Required to deal with staffing issues.

## **10. Outline of Working Conditions**

Works in a typical office environment with flexibility between both home and office environment required.

Requirement to spend prolonged periods of time sitting in a restricted position for use of computer keyboard/VDU on a daily basis, especially when developing and updating highly complex financial models and reports.

**Job Description Agreement**

Job Holder's Signature .....Date.....

Line Manager's Signature .....Date.....