



Head of Finance – Strategic and Transactional Finance

University College London Hospitals
Candidate Application Pack

WELCOME

An introduction from University College London Hospitals

Thank you for considering this opportunity in our finance function. This is a critical and unique role, combining strategic and transactional responsibilities as well as being a key part of the finance leadership team.

University College London Hospitals NHS Foundation Trust (UCLH) is pioneering acute trust, which is known for its commitment to inclusivity and unrivalled staff development opportunities. Our vision is to deliver top-quality patient care, excellent education, and world-class research. At UCLH, we have a real 'One Team' ethos, and our values are central to the way we work. This is supported by our staff, who voted us as the number one NHS Acute Trust to work for in the whole of England.

We have a fantastic, capable finance function and are looking for a passionate, innovative, technically and intellectually strong individual to lead the strategic and transactional finance teams. A critical aspect of this role is engaging with our partners and stakeholders both internally across finance, operational and clinical functions and externally with system partners regional teams and NHS England.

You will be an integral part of the team leading and advising on financial aspects of exciting strategic developments such as research and development investments in conjunction with our charity partner, supporting the redevelopment of neonatal services, and considering how we evaluate and fund our health inequalities work.

Given the financially challenging environment facing the NHS, with constraints in funding for both revenue and capital the need for innovation and operational excellence is a key focus for this role.

We believe in building and developing both individuals and teams and this role is pivotal in providing leadership and innovation in staff development. We are looking for someone who is committed to driving continuous improvement across the finance function and beyond and will also be an advocate for our equality, diversity and inclusion (EDI) agenda.

We actively encourage applicants from all backgrounds and communities, and in particular those that are currently under-represented, or that identify themselves as having a protected characteristic.

Further details on how to apply for this position and candidate specification can be found in this pack. I look forward to receiving your application.

Laragh Walton
Deputy CFO



ABOUT US

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

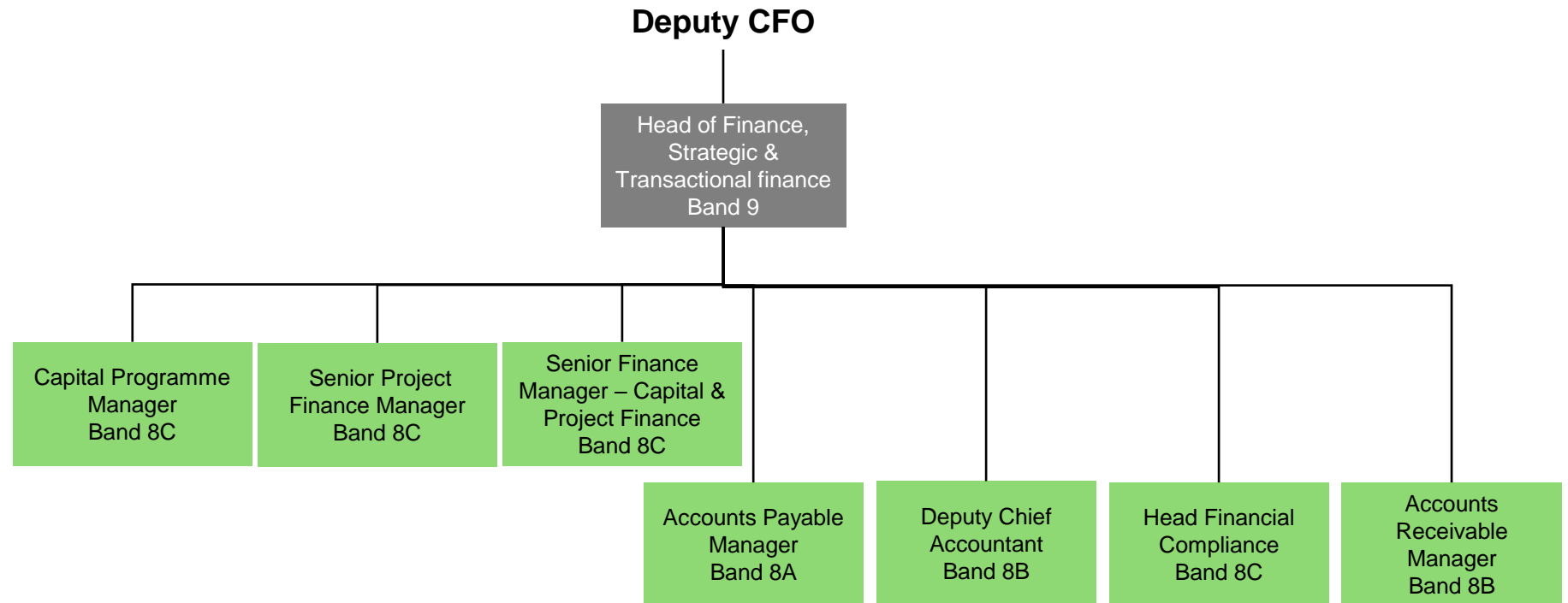
Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing and Grafton Way Building)

- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospital at Westmoreland Street
- Institute of Sport, Exercise and Health

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

STRUCTURE CHART

Direct reports



uclh

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, Grafton Way Building, Macmillan Cancer Centre and University College Hospital at Westmoreland Street) Royal London Hospital for Integrated Medicine, Royal National ENT and Eastman Dental Hospitals, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street,



UCLH VISION AND VALUES

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through values to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your safety and wellbeing above everything

- Deliver the best outcomes
- Keep people safe
- Reassuringly professional
- Take personal responsibility

We offer you the kindness we would want for a loved one

- Respect individuals
- Friendly and courteous
- Attentive and helpful
- Protect your dignity

We achieve through teamwork

- Listen and hear
- Explain and involve
- Work in partner
- Respect everyone's time

We strive to keep improving

- Courage to give and receive feedback
- Efficient and simplified
- Develop through learning
- Innovate and research

UCLH's five-year strategy (2023-2027) focuses on improving our services to patients, supporting and developing our staff, continuing our excellent work in research and education, and ensuring financial sustainability. Our strategy will be delivered by working closely with local, national, and global partners who, together, play a vital role in keeping people healthy.

EQUALITY TO EQUITY

At UCLH, we take equality of opportunity seriously and are committed to being a diverse and inclusive employer, with a culture that creates a real sense of belonging and trust. Respect, inclusion and sensitivity are hallmarks of quality of our care. That is why it is our fundamental aim, to recruit, retain and promote a diverse mix of people from all backgrounds, cultures, and perspectives, who are representative of our local communities to support our world class research, innovation, and creativity.

We are proud to have 7 different networks that are owned and led by our staff which give a voice to all our staff to feed up to leadership of the organisation, including the Trust board, thus creating a sense of community and support and help drive cultural change to become a more inclusive organisation.

Our staff networks are:

- Black, Asian and Minority Ethnic is now the Race Equality and Culture Network
- Proud at UCLH before LGBTQIA
- Women's
- Disability Network
- Mental Health Network
- Parents and Carers
- MultiFaith and Belief

JOB DESCRIPTION

Head of Finance – Strategic and Transactional Finance

Division: Finance

Board/corporate function:
Corporate Functions

Salary band:
Agenda For Change Band 9

Responsible to:
Deputy CFO

Accountable to:
Deputy CEO/CFO

Hours per week:
37.5 per week

Location:
Finance Department, 250 Euston Road



University College London Hospitals

NHS Foundation Trust

MLC
Healthcare



JOB PURPOSE

The **Finance Division** includes Financial Accounting, Financial Systems (inc. payroll, pensions and treasury), Accounts Payable and Accounts receivable. The Division provides expert advice and service for the clinical boards, non-clinical boards, the Trust headquarters, the CEO and Senior Directors' Team.

Corporate Functions incorporates the Directorates of Finance, Workforce, Strategic Development, Chief Nurse, Corporate Services, Capital Investment, Facilities, Performance & Partnerships, ICT, Education & Training, Quality & Safety and Research & Development.

The HoF – Strategic and Transactional Finance is a key member of the Trust's leadership team and will work with senior leaders and Board members across the organisation and beyond.

The postholder will promote and support business decision making within the Trust and will provide leadership to all aspects of financial support, analysis, modelling and business cases associated with strategic projects. The postholder will work with others across the finance leadership team and the organisation to develop the long term financial plan and financial strategy to support the financial sustainability of the Trust and the wider integrated care system.

The postholder is responsible for delivering all aspects of the Trust's financial accounting and transactional finance services and delivering monthly, quarterly and annual financial accounts to the highest professional standards as well as ensuring the smooth operation of the transactional finance teams and an efficient compliance regime across the finance function and wider Trust. The postholder will also hold a leadership role for finance staff development, including promoting equality, diversity and inclusion across the finance team.



JOB EXPECTATIONS

You will be expected to actively participate in annual appraisals and seek to implement our Equality, Diversity and Inclusion Policy and the objective to promote equality of opportunity in relation to the duties of the post. Objectives will be set, that your performance will be monitored against in conjunction with your manager. You will be required to demonstrate a personal commitment to the Trust's Net Zero Strategy and to take personal responsibility for carrying-out your work duties in a way which is compliant with this strategy.

Key Results Areas

Strategic Finance

- Lead on continuous development and implementation of long term financial planning and modelling for the Trust to ensure ongoing financial sustainability and provide excellent financial support for strategic initiatives
- Lead on and embed strong financial governance processes to support business decision making across the Trust for all strategic initiatives
- Working with the Director of Strategy, from a financial perspective lead on all aspects of capital planning and delivery of the capital plan including linking with the ICB for NCL/hosted projects

Operational Finance

- Delivery of annual accounts production to timetable and highest quality standards
- Oversight of high quality monthly and quarterly balance sheet reviews and balance sheet control processes including cash management
- Ensure the smooth operation of transactional finance and continuous improvement of those functions and their interaction within the Trust
- Deliver an exception reporting-based compliance regime within finance.
- Identify and implement agreed improvements to systems and processes within finance

Finance Leadership

- As finance leadership team lead for staff development ensure development programme for all finance staff is in place and embed a culture of staff development and improvement

MAIN DUTIES AND RESPONSIBILITIES

Strategic Finance

Long term planning & Strategic initiatives

- Lead on and co-ordinate longer term financial planning for the Trust, consolidating strategic initiatives and identifying the impact for the transformation and efficiency agenda to support the ongoing financial sustainability of the Trust and plans for reliable and sustainable funding for all strategic projects and developments
- Lead on development and ongoing maintenance of a high quality and fit-for-purpose long term financial model
- To provide high quality independent financial analysis, including sensitivity and risk analysis as appropriate, in support of all major investment decisions to be made by the Trust, or other business cases the team is asked to advise on, maintaining high standards of openness and transparency and ensuring there is clarity and strong accountability for delivery and implementation of approved business cases
- To work with the Heads of Finance and Medical Directors of the clinical boards to ensure that financial requirements of strategic projects and working with partners are understood, discussed, agreed and met, and work with these teams to develop service models associated with strategic developments
- To provide financial leadership to the relationship between the Trust and the independent UCLH Charity and other charities that support UCLH, including leading the evaluation of bids for charitable funds and strategic financial planning of charitable funding.
- Liaise with UCLH charity and UCL as required in relation to charitable and grant funded projects
- To manage and procure external consultants assisting with a variety of projects - including financial consultants, lawyers and taxation advisers
- Financial link for Trust wide sustainability group
- Lead on development and ongoing maintenance of a high quality and fit-for-purpose long term financial model
- To provide high quality independent financial analysis, including sensitivity and risk analysis as appropriate, in support of all major investment decisions to be made by the Trust, or other business cases the team is asked to advise on, maintaining high standards of openness and transparency and ensuring there is clarity and strong accountability for delivery and implementation of approved business cases
- To work with the Heads of Finance and Medical Directors of the clinical boards to ensure that financial requirements of strategic projects and working with partners are understood, discussed, agreed and met, and work with these teams to develop service models associated with strategic developments

Continued...

- To provide financial leadership to the relationship between the Trust and the independent UCLH Charity and other charities that support UCLH, including leading the evaluation of bids for charitable funds and strategic financial planning of charitable funding.
- Liaise with UCLH charity and UCL as required in relation to charitable and grant funded projects
- To manage and procure external consultants assisting with a variety of projects - including financial consultants, lawyers and taxation advisers
- Financial link for Trust wide sustainability group

Capital Planning

- To co-ordinate and lead the overall capital planning and prioritisation process across all areas of the trust, working closely with the Director of Strategy, ensuring openness and transparency in prioritisation of the capital plan
- To ensure strong financial control and governance in relation to capital and strategic projects and programmes
- To establish structured financial review meetings for major projects and manage all aspects of meeting arrangements

Governance

- To take responsibility for the Trust's Investment Policy. This will involve establishing clear roles and responsibilities and providing effective training to a wide group of individuals involved in the preparation of investment business cases
- To lead on the governance framework for improved business decision making across the Trust including supporting/advising on robust business cases development and implementing a robust process for business case submission, evaluation and post project review as appropriate
- Monitor and oversee hosted strategic projects as required

Operational Finance

- Accounting
- Ensure compliance with monthly, quarterly and annual closedown timetables, both at summary and detailed levels, in conjunction with the corporate management accounts reporting function
- Review and ensure integrity and correctness of main areas in the balance sheet that require judgement to be made, including provisions, accruals, deferred income and prepayments
- Work with financial management teams to ensure strong balance sheet controls and discipline

JOB REQUIREMENTS

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances.

You will be expected to actively participate in annual appraisals and seek to implement our Equality, Diversity and Inclusion Policy and the objective to promote equality of opportunity in relation to the duties of the post. Objectives will be set, that your performance will be monitored against in conjunction with your manager.

Sustainability at UCLH

- You will be required to demonstrate a personal commitment to the Trust's Net Zero Strategy and to take personal responsibility for carrying-out your work duties in a way which is compliant with this strategy

KEY WORKING RELATIONSHIPS

Key stakeholders will be:

- Other Heads of finance
- Strategy and Capital Project teams
- Medical Directors and the wider Board of Directors
- Senior Directors' Team
- ICB finance function

PERSON SPECIFICATION

Knowledge and Qualifications

- CCAB qualified demonstrating substantial post-qualification experience, and evidence of continuing professional development.
- Degree at 2:1 or equivalent tertiary qualification or exceptional, relevant work experience
- Expert knowledge of financial management in a healthcare or similarly complex environment,
- Expert knowledge of the implications of the changing financial regime in the NHS.
- Expert knowledge of UK GAAP and IFRS, including finance lease and PFI accounting, and their application to NHS Foundation Trusts.

Experience

- Substantial relevant proven financial experience in different complex organisations, at a senior level
- Proven experience of working and contributing effectively at Board level
- Experience of successfully achieving objectives and negotiating solutions in pressurised situations where others have conflicting objectives.
- Experience of working strategically in an NHS Trust or other complex organisation
- Experience of managing complex change projects involving people, processes and technology
- Evidence of working across a range of organisations including external stakeholders to achieve significant change
- Leadership experience in financial modelling, complex financial transactions and strategic projects

Skills and Abilities

- Quality and service improvement
- Ability to deliver on service improvement initiatives
- Ability to successfully deliver projects within the required timescale, with an emphasis on change management
- Information processing
- Ability to analyse complex financial and performance data supported by attention to detail and draw appropriate conclusions. With the ability to make good quality judgements and decisions
- Proficient in use of current business software (e.g. Microsoft Office) and able to apply this to the development of complex financial models.
- High level of accounting, technical and IT skills.
- Understanding of national and local NHS structures
- Demonstrable evidence of influencing and persuasion skills
- Advanced report writing skills
- Demonstrable track record of successful collaborative and partnership working internally and externally
- Evidenced strategic and lateral thinking ability.
- Project management skills.

Communication

- Ability to communicate complex information effectively, via a variety of media and forums, with a wide range of people from all levels both from within and outside of the Trust
- Flexibility and resilience, maintaining a positive approach and with the ability to stand up and be counted.
- Ability to take difficult decisions and give advice that sometimes conflicts with the views of those being advised.

Continued...

Personal and People Development

- Ability to work within and lead teams within a multi-disciplinary setting.
- Demonstrable open and developmental leadership style.
- Demonstrable commitment to staff development
- Demonstrable commitment to personal development
- Ability to plan and manage conflicting priorities for self and department to meet Board & Trust objectives and deadlines.
- Demonstrates commitment on the job
- Innovative and creative approach
- Ability to lead and motivate staff

Responsibilities towards promoting Equality Diversity and Inclusion

- Demonstrable understanding of the Equality, Diversity, and Inclusion and/or Knowledge of the NHS obligations under the Equality Act 2010 and the Public Sector Equality Duties (line managers to elaborate depending on the level of the post and to assess this essential criteria at interview)

Specific Requirements

- Willing to work flexibly

Key Dates*:

Closing date for applications:
Sunday 12th May

Stakeholder meeting:
week commencing
27th May

Panel interview:
Tuesday 4th June

*subject to change

TO APPLY

Please send a short covering letter of no more than two A4 sized pages explaining why this appointment interests you and how you meet the appointment criteria and competencies as detailed in the candidate information pack.

Your current CV with educational and professional qualifications and full employment history highlighting relevant achievements in recent posts.

Two referee contacts – these will not be contacted without your permission.

Please email this to: uclh@mlcpartners.co.uk

If you would like to discuss the opportunity in more detail prior to making an application, please contact your team below:



ADRIAN WATTS
Director
MLC Healthcare
07816 290865

GET IN TOUCH

www.mlcpartners.co.uk

Every partnership starts with a conversation.



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