

Job Description

AfC Ref (if applicable):	1539
1 Job details	
Job title: Band: Hours: Location: Responsible to: Reports to: Liaises with:	Head of Finance 8b 37.5 hours per week St Catherine's Health Centre, Birkenhead Chief Finance Officer Deputy Chief Finance Officer NHS Shared Business Services, NHS England/Improvement, Internal and External Auditors, Budget Holders, Deputy Director of Contracts and Commissioning, Head of Procurement, CCGs, Local Authorities, NHS Trusts, Healthy Wirral Partnership, C&M Health and Care Partnerships and other External Agencies

2 Job purpose
<ul style="list-style-type: none"> • Manage and be responsible for the finance function of the Trust, including ensuring provision of high quality information and support to Directors, Managers and Clinicians, effective treasury management, ledger services, asset management and external financial reporting. • Ensure that financial control systems provide proper stewardship of resources and that the Trust complies with accounting standards and other guidance. • Provide expert financial accounting advice relating to external accounting reporting requirements, and also for robust treasury management. • Provide professional and business planning advice to the Chief Finance Officer and other Directors on all financial technical aspects. Interpretation of highly complex changes in national policy and the financial implications impacting upon the WCHC. • Lead in maintaining financial information for SLAs and contract monitoring arrangements. • Manage the arrangements with shared services to ensure high quality services are secured, including AP/AR/Ledger services, payroll, audit, and lease cars.

3 Role of directorate/department
<p>The Finance and Resources Directorate has the corporate responsibility for the Trust's finance, estates and procurement functions.</p> <p>The key roles of the finance function are:</p> <ul style="list-style-type: none"> • to develop the financial strategy for the Trust, • to provide financial advice and support to the board and budget managers, • to ensure that the financial systems and procedures are efficient, effective and business focused in order that they operate in such a way to meet the highest standards of probity and governance. <p>The Finance department is both FSD and FFF Level 2 accredited and currently working towards level 3.</p>

As a member of Future Focus Finance we champion the four strengths

- I'm a Finance Expert
- I'm a Team Player
- I drive for value for patients and tax payers
- I make change happen

4 Main duties and responsibilities

Financial Strategy & Control

- Ensure that a comprehensive financial accounting service is available to the Trust, using shared financial services where appropriate, including treasury management, asset management, lease car administration, payroll, supplies, and ledger services
- Where shared services are used, act as the principal Trust contact to develop and monitor SLAs ensuring quality of services is maintained
- Oversee the operation of an effective management accounts function providing high quality, robust reporting systems for budgetary control and reserves management and reporting.
- Oversee Benchmarking, PLICS and other national and regional cost collections
- Oversee Service Line Reporting
- Oversee the finances supporting business cases and tenders
- Lead on the production of statutory financial accounts that provide a 'true and fair' view of the business transactions of the Trust, ensuring that accounts are prepared to comply with NHS E/I and DHSC timetables and that comprehensive, high quality working papers are prepared for audit review
- Lead on the submission of information to Wirral Place and Cheshire and Merseyside ICS.
- Assist DCFO in preparation of the monthly Finance & Performance Committee report and supervise completion the Trust's monthly NHS E/I financial monitoring return.
- Oversee the forecast and management of the Trust's balance sheet including capital assets, working capital balances, provisions and reserves.
- Oversee the management of the Trust's cash flow, specifically to ensure that working balances are maintained
- Ensure full monitoring against NHS E/I Use of Resources Risk Ratings
- Oversee the WCHC's capital investment programme ensuring compliance with the NHS capital accounting regime. Advise on actions required to achieve compliance with the WCHC's capital budget, including negotiations with external parties where appropriate
- Ensure all current financial GAAP and IFRS are embedded within the organisation as appropriate to DHSC and Treasury guidelines, and advise on implications of changes
- Ensure robust payment mechanisms are in place to correctly pay all creditors so that the Better Payment Practice Code is adhered to
- Support the development of new or revised financial policies and procedures across the WCHC to ensure that new and established accounting rules are followed
- Contribute to the monthly internal reporting by producing regular cash and balance sheet reports to the Board, making judgements on highly complex issues so as to ensure that the Board are fully appraised of financial issues
- Contribute to the long term financial strategy by producing cash and balance sheet plans for all long term financial plans models
- Implement internal and external audit recommendations specific to the final accounts function, and monitor all other recommendations by reporting progress to the Audit Committee
- Make a significant contribution to the development, annual review and monitoring of the Corporate Governance Framework, in particular relating to Standing Financial Instructions and scheme of delegation.
- Appraise the DCFO / CFO on trends and risks and advise on any remedial action that may be necessary
- Present sensitive, complex or contentious information to multi-agency/disciplinary groups, including the Board. Presentation may be verbal, written and/or using visual aid equipment and to a standard that will explain complex or technical financial scenarios and their impact on the WCHC in a way that can be understood by non-financial managers.
- Oversee day-to-day management of the WCHC's financial ledger and budgeting systems, and undertake enhancements and reviews as necessary to ensure timeliness, accuracy and validity of data

This is not intended to be exhaustive and may be reviewed periodically with the post holder to ensure that the job relates to the job being performed.

5 Vision and values

Our common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

Our common purpose is...

Together...

we will support you and your community to live well.

Our values...

Compassion

Supportive and caring, listening to others.

Open

Communicating openly, honestly and sharing ideas.

Trust

Trusted to deliver, feeling valued and safe.

6 Data protection (Data Protection Act 1998) / Freedom of Information Act 2000 / Computer Misuse Act 1990

Wirral Community Health and Care NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 1998 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

Compassion Open Trust

7 Appraisal / Learning and development

Wirral Community Health and Care NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community Health and Care NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively. Wirral Community Health and Care NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

8 Equal opportunities

Wirral Community Health and Care NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

9 Risk management and health and safety at work

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

10 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community Health and Care NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrices.

11 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

13 Policies and procedures

Wirral Community Health and Care NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working, in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Trust's policies, at all times.

14 Agreed job description

Post holder

Name:.....

(please print)

Signature:.....

Date:.....

Manager

Name:.....

(please print)

Signature:.....

Date:.....