

## Job Description

Job Information	
<b>Job Title:</b>	Finance Business Partner
<b>Directorate/Service:</b>	Finance
<b>AfC Band/Payscale(Medics):</b>	8B
<b>Responsible to:</b>	Assistant Director of Finance
<b>Accountable to:</b>	Deputy Director of Finance
<b>Base Location:</b>	Whiston
<b>Job Code:</b>	409-S6188213

Job Summary
<p>Mersey and West Lancashire Teaching Hospitals NHS Trust (MWL) operates through four operational divisions within its operational management function. This role will provide expert financial advice and oversight of the financial management across the division and play a key role in supporting the operational performance of the Trust.</p> <p>The post holder will provide support to clinical divisions within the Trust reporting to the Assistant Director of Finance and working alongside the Divisional Triumvirate. providing overall leadership and direction to the Division, comprising a range of clinical specialties.</p> <p>The post holder will be responsible for leading and managing the business and financial aspects of the Division and activity information. This includes ensuring efficient and effective business systems are in place with appropriate processes. The planning and preparation of performance information to inform the strategic direction of the division, which will encompass benchmarking, business planning and costing information.</p> <p>The postholder is responsible for ensuring a professional, comprehensive, and efficient service is provided to senior managers, budget holders and external stakeholders including commissioners.</p>

Key Responsibilities
<p><b>Financial and Information Management</b></p> <ul style="list-style-type: none"> <li>To support the Assistant Director of Finance with all aspects of financial management of the division to ensure financial viability and to work with Clinicians and Managers to assess and improve the profitability and productivity of the Care Group.</li> <li>To provide the division and the trust with comprehensive financial information and advice relating to all service aspects to enable and support managers to plan and monitor delivery of their services efficiently and effectively.</li> <li>To support the Assistant Director of Finance with the preparation of divisional income and expenditure budgets in accordance with guidelines and deadlines provided by the Director of Finance.</li> <li>To lead the financial and economic appraisal of business cases developed by the Division at the same time as challenging the Division to ensure value for money is delivered. Ensure that financial risks within the cases are fully understood, and that benefits realisations and performance are monitored once the case is operational.</li> </ul>

- To lead on the reviewing of cost-based management information for the division to ensure that the cost of delivering the service is accurately reflected. To undertake benchmarking to enable comparison and evaluation when necessary.
- To support the Division 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.
- To support the division in the management of the expenditure and income budgets, advising on variances and challenging on adverse expenditure and developing monthly forecasting plans throughout the financial year. Continually act to promote financial control and stewardship to safeguard the use of funds and promote value for money. Ensure the appropriate use of funds within the Care Group.
- To support the division in the identification and monitoring of cost improvement plans.
- To support the division in reviewing skill mix and expenditure to provide a cost-effective service.
- Ensure that detailed working papers are prepared and kept on the audit file.
- To liaise with auditors and ensure all requested information is supplied in a timely manner and that all relevant audit recommendations are implemented.
- Exercise independent judgement and initiative when problems arise and take appropriate action to resolve areas of concern.
- To support clinicians and managers within the Division in having access to financial and non-financial business intelligence information through the development of increased levels of automation of performance data.
- To work with the Contracts and Income team to refine costings per unit of activity so the division can critically analyse their costs to inform Service Line Management.
- To devise and propose a recommended costing solution, in association with the Trust's Finance Department to the division, having taken into account all the Divisional and Trust requirements and constraints.
- To devise administrative systems to capture and analyse data, such that different levels of analysis will flow.
- To ensure that Patient Level Costing is incorporated within the Divisional financial systems such that it becomes an inherent part of the Division's financial and management reporting.
- To research all available benchmarking methodologies and identify those which may be applicable to the various functions within the Division.
- To be responsible for specifying and collating all benchmarking financial and non-financial information.
- To establish a network of various relevant external comparators / organisations, and routine mechanisms for the exchange of data
- To generate divisional benchmarking reports for the Divisional management team.

### **Business Services**

- To provide the financial and activity/information input to develop the Business Plans for the

Division and to develop option appraisals for different programmes of work to maximise their respective contribution.

- Liaise with external advisors for specific expertise e.g. Taxation and Legal considerations.
- Monitor the market share and demand to ensure activity and income.
- Prepare an annual strategic plan which includes appropriate material to promote MWL Services.
- Develop comprehensive business plans when required liaising Trust-wide as appropriate.

#### **Other Duties**

- To ensure that Standing Financial Instructions are followed at all times.
- To maintain financial policies in accordance with Department of Health, professional and other guidelines.
- To implement and maintain procedures and working guidance notes to preserve consistency in the financial advice and information provided on income
- To deputise for the Assistant Director of Finance in their absence
- To carry out any other duties as may be required by the Senior Finance Team.

#### **General Duties**

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs.
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire NHS Hospitals Trust “Statement of Policy on Health and Safety at Work” and the Trust corporate “Health and Safety Policies and Procedures”. You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts’ commitment to safeguarding and promoting the

welfare of children, young people and vulnerable adults.

- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the [www.gov.uk](http://www.gov.uk) website. Hard copies are available from the HR Department on request.

The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.