

JOB DESCRIPTION

JOB TITLE:	Finance Manager	
DIVISION:	Finance	
SALARY BAND:	8a	
RESPONSIBLE TO:	Associate Director of Finance	
ACCOUNTABLE TO:	Director of Financial Performance	
HOURS PER WEEK:	37 & 1/2	
LOCATION:	Enfield Civic Centre (main base) and Royal Free Hospital, Hampstead Barnet Hospital, Barnet Chase Farm Hospital, Enfield	
MANAGES:	Directly:	1-2
	Indirectly:	1-2

JOB SUMMARY:

- To prepare appropriate financial reports to set timelines with written analysis / commentaries for the various departmental senior managers enabling them to manage their areas of the business, analysing reasons for under / over performance and ensuring that the likely full year outcome is well explained.
- To contribute towards the preparation of the Monthly Management Reports and Board briefings ensuring that information is prepared in a timely manner, is accurate and is accompanied by incisive commentary explaining major variances to budgets / forecasts.
- To take full responsibility for preparing and delivering monthly finance reports for their specific directorates.
- To manage the relationship between Finance and the division and ensure they receive timely and accurate financial information to enable them to run the various aspects of their business.
- To manage the team workload such that all deadlines are met, whilst completing work to a high standard, allowing for appropriate review and amendment by senior management before documents are disseminated outside the finance department.
- To work with the clinical division to ensure that annual I&E budgets are prepared in the correct form and according to timelines agreed with the Assistant Director of Finance, ensuring that they meet the Trust's financial objectives.
- To provide financial advice in respect of the budgets to ensure that the budgets are stretching but achievable.
- To ensure that regular I&E forecasts are prepared with the directorates in the correct form and according to timelines agreed with the Assistant Director of Finance, ensuring that any major variances to budget are fully understood and explained.
- To ensure that staff within the Directorates have received appropriate training in

the understanding and interpretation of financial reports such that they are capable of reviewing them and taking the appropriate action of their own initiative.

- To ensure that senior managers and clinicians are aware of any issues within their profit statements and understand the makeup of their income and expenditure reports
- To ensure that the period end figures for their directorates are complete and accurate and include appropriate accruals for both income and expenditure.
- To understand the makeup of accruals and be able to explain any changes / adjustments clearly and concisely.
- To represent the Finance department at key Directorate meetings.
- To act as Lead finance specialist in relation to the directorates they support.
- To advise senior managers and clinicians on highly complex financial matters and to persuade them towards actions that reflect sound financial prudence.
- To develop a detailed knowledge of the drivers of both income and expenditure within the corporate directorates and to advise senior staff how to interpret these to the benefit of the business.
- To work to reduce the period end reporting timeline still further by implementing improved processes and procedures under guidance from the Head of Finance (Reporting).
- To identify where processes do not work as efficiently as they could and highlight such areas to the Head of Finance (Reporting), including recommendations of action to be taken to improve.
- To undertake any other duties appropriate to the role and grade as specified by the line manager.

Date of the JD review:

December 2017

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- Confident because we are clearly **communicating**
- **Respected** and cared for
- **Reassured** that they are always in safe hands

1. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- The post holder will be responsible for budget setting for their Directorate's in line with the policies and processes specified.
- The post holder will be responsible for ensuring that the Directorate's period end finance reports are appropriate, complete and accurate and contains all the information required to brief the Board on the financial performance of the Directorate. They will need to continuously review and improve the content of the pack.
- The post holder will be responsible for the integrity of the financial data contained within finance reports and directorate budget reports. They will be expected to review and analyse the data before disseminating it to other interested parties and to include clear, concise and informative commentary on the figures reported.
- They will be responsible for exploring better methods of presenting financial information to the Divisional Board and other users supporting the Head of Finance for the division. This will require strong Excel skills and a good working knowledge of Word and PowerPoint.
- The post holder will be expected to ensure that reporting timelines are reduced as required by the Head of Finance (Reporting).
- The post holder will be expected to work closely with the Directorates to ensure that they receive appropriate sound financial advice which they review and use to take decisions on costs.

2. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- The post holder will be expected to ensure that accurate records of departments' performance against QIPP (Quality Innovation Productivity and Prevention) are maintained and that departmental heads understand their progress towards targets. They will also be expected to ensure that action plans to improve performance are articulated and implemented should the QIPP plan not be being met
- The post holder will be expected to provide reports to budget holders within Directorates. One of the key tasks of the post holder will be to reduce the timelines by which month end reports are prepared and issued. In addition, they will be expected to ensure that concise, accurate, relevant, business focused comment is given to users with the financial data and ensure that the information is used to support continuous improvements in operational performance within the Trust.

3. RESPONSIBILITY FOR LEADING AND MANAGING

- The post holder will be directly responsible for managing management accounting staff.
- They will provide professional leadership, coaching, and technical / personal development to this individual. In addition, they will work with their direct reports to plan their workload to ensure that , as a team, they meet the operational and strategic needs of the Trust

4. RESPONSIBILITY FOR INFORMATION RESOURCES

- The post holder will be expected to ensure that all ad hoc systems, especially those using Excel and Access are adequately documented and fit for purpose.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.