

JOB DESCRIPTION

AGENDA FOR CHANGE: JOB DESCRIPTION

Post title:	R&D Senior Finance Manager / Head of R&D Finance
Directorate/department:	Finance
Agenda for Change band:	Band 8B tbc
Accountable to:	Assistant Director of Finance with dotted line to Director of R&D
Accountable for:	<p>R&D finance team and Wessex regional research finance team that consist of:</p> <ul style="list-style-type: none"> • 1 R&D Senior Management Accountant • 4 R&D Management Accountants • 1 R&D Project Accountant (grants) • 4 R&D Finance Assistants • 2 Wessex Vaccine Hub Management Accountants (Fixed Term)
Main purpose:	<ul style="list-style-type: none"> • To ensure that all NHS R&D costs are identified and associated income is invoiced, collected and distributed in a timely way • Be the Trust lead and expert for all guidance pertaining to R&D income, expenditure and financial matters. • Be responsible for the strategic direction of R&D income, expenditure and balance sheet. • Oversee the annual budget setting and reporting cycles • Ensure that all R&D income and expenditure is captured and reported and that there are appropriate internal mechanisms to monitor performance against internal and external plans and in line with funders' requirements. • To take responsibility for providing comprehensive, proactive financial management support to the R&D Business Units and for developing recovery plans where appropriate • Lead on assessing the financial implications of R&D and service changes that may impact the delivery of R&D. • Be the financial lead for the Wessex Regional Research Hub including ensuring robust policies and procedures are in place to receive, spend and distribute monies accurately, timely and fairly across the partners. • Manage the R&D financial relationship with the relevant Faculties within the University of Southampton, UHS clinical Divisions, IT, Income management and Partnerships. • To manage, on a day to day basis, the R&D finance team and the Wessex Regional Research Hub finance team • General Duties: • MAIN RESPONSIBILITIES • R&D Financial expert • Read and absorb complex technical guidance relating to R&D income and expenditure. • Provide audience appropriate briefings on the guidance to Directors, research, clinical and divisional staff, Contracting and Finance colleagues. • Utilise expert knowledge to evaluate guidance relating to changes in funding arrangements for research and determine the financial impact and risk to the Trust, Collate the results and assess the impact of the guidance in its entirety on the Trust and report to the Directors including

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	<p>recommendations of actions required to maximise income and protect existing income</p> <ul style="list-style-type: none"> • Respond to DHSC, NIHR, NHSE, CRNs as appropriate to their consultations and engage with them through correspondence, workshops, stakeholder events and working groups. • Apply expert knowledge of R&D income and expenditure funding streams, to ensure income and expenditure is reported in accordance with national policies and regulations. • Strategic Direction • Maintain an awareness of the national direction of travel for R&D income and expenditure including horizon scanning. • Advise Directors of actions required to protect R&D income against future changes.
<p>Key working relationships:</p>	<p>CFO and Director of Finance</p> <p>Director of Research and Development</p> <p>Associate Medical Director for Research and Development</p> <p>NIHR Southampton Clinical Research Facility Director and Associate Director</p> <p>NIHR Southampton Biomedical Research Centre Director</p> <p>NIHR Wessex Applied Research Centre Director</p> <p>R&D Senior Managers</p> <p>Business Unit Managers</p> <p>Divisional Finance Managers</p> <p>Divisional Research Leads</p> <p>Clinicians and investigators</p> <p>Research teams</p> <p>Finance staff of all levels</p> <p>CRN Wessex Chief Operating Officer</p> <p>CRN Wessex Finance Manager</p> <p>University of Southampton Faculty Finance Managers</p> <p>External and internal auditors</p> <p>Department of Health and Social Care</p> <p>National Institute of Health Research</p> <p>Wessex Regional Research Hub Partners</p>
<p>General duties:</p>	<p>R&D Financial expert</p> <p>Read and absorb complex technical guidance relating to R&D income and expenditure.</p> <p>Provide audience appropriate briefings on the guidance to Directors, research, clinical and divisional staff, Contracting and Finance colleagues.</p> <p>Utilise expert knowledge to evaluate guidance relating to changes in funding arrangements for research and determine the financial impact and risk to the Trust,</p> <p>Collate the results and assess the impact of the guidance in its entirety on the Trust and report to the Directors including recommendations of actions required to maximise income and protect existing income</p> <p>Respond to DHSC, NIHR, NHSE, CRNs as appropriate to their consultations and engage with them through correspondence, workshops, stakeholder events and working groups.</p> <p>Apply expert knowledge of R&D income and expenditure funding streams, to ensure income and expenditure is reported in accordance with national policies and regulations.</p>

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Strategic Direction
 Maintain an awareness of the national direction of travel for R&D income and expenditure including horizon scanning.
 Advise Directors of actions required to protect R&D income against future changes.

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 Analyse the affects of changes and formulate alternative strategies
 Budget setting and internal reporting
 Work with Trust finance and support department budget managers to ensure research related costs and income are appropriately included in the Trust financial plans and monitored throughout the year.
 Ensure R&D income and expenditure is monitored and reported in a timely fashion to enable accurate reflection of current and forecast position.
 Work with senior mangers to develop recovery plans where relevant to achieve financial balance across the whole R&D department.

Income collection and external reporting
 Ensure all research activities are costed and funded, and that income is collected according to relevant contracts.
 Be responsible for the submission of appropriate financial reports and returns including the Annual Statement of Expenditure (ATOX), RCF returns, CRN returns and EU grant returns
 Ensure records are maintained that demonstrate accuracy and integrity of the accounts and that all relevant accounting concepts and standards are adhered to. Oversee the audit processes for studies, grants and funding streams including NIHR, CRN and RCF.
 Act as finance lead on applications for multimillion pound multi-partner infrastructure awards e.g. NIHR Biomedical Research Centre, ensuring credible financial plan demonstrably supports scientific plan

Wessex Regional Research Hub
 Lead on all financial aspects pertaining to the Wessex Regional Research Hub, that is governed by Wessex ICS (members include Hampshire, Dorset & Southampton ICS, CCG, STP, CRN)
 Ensure robust governance, policies and procedures are in place and adhered to.
 Be responsible for all income and expenditure, specifically that is received, spent and distributed to delivery partners in timely, accurately and fairly, all in accordance with funders terms and conditions.
 Lead on preparing and presenting regular financial monitoring repots to the Project Board including forecasts.

Manage relationships
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 Provide a strategic interface between R&D and the Trust to ensure that all the Divisions are aware of the R&D income sources available, and their restrictions.
 Work with staff in the supporting departments to ensure that activity is captured on EDGE to inform invoicing
 Communicate and receive highly complex and contentious information clearly which may be challenging and will require negotiation and a high level of persuasive skills.
 Promote the reputation of the R&D department internally and externally through building good relationships with colleagues

Manage R&D finance team
 To line manage in terms of recruitment and sections, training and development, appraisal, performance management, disciplinary and grievances and any other matters that arise within the team.
 Day to day responsibility for the performance of the R&D finance team ensuring the delivery of a professional, dynamic and proactive service. This will include ensuring appropriate staff management principles are being applied across the Department and Trust policies are being adhered to.

General Tasks
 Represent the Trust, R&D and finance at local, regional and national meetings and events

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	<p>Work to implement and maintain NHS policies by supporting the Trust culture of collaborative partnership working across different disciplines and clinical specialties to deliver services and outcomes of the highest standards Contribute to the achievement of the objectives in a positive and pro-active manner. Create improvements in practices and processes and implement efficiently.</p> <p>Work to increase the financial knowledge and skills of others throughout the Trust and support others to develop their financial skills through informal and formal training.</p> <p>Develop financial policies and processes within R&D and contribute to the development of Trust policies, including their implementation within the R&D department</p> <p>Undertake other duties commensurate with the role as required by the Director of Finance and the Director of R&D</p>

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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p>Duty of care</p>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<p>NHS standards of business conduct and professional registration</p>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<p>Living our values every day</p>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<p>Health and safety:</p>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<p>Infection prevention and decontamination of equipment:</p>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<p>Child protection/safeguarding</p>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<p>Confidentiality</p>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	26 April 2024