

JOB DESCRIPTION AND PERSON SPECIFICATION

Senior Finance Manager BAND 8b

Job Title: Senior Finance Manager

Band: Band 8b

Team: Finance

Directorate: Finance

Responsible to: Manager

Location: Usual office base

But required to work at any establishment at any time throughout the duration of their contract, normally within the location of the ICB

Staff will be supported to work from home subject to the requirements of the role.

1. Job Summary

The post holder is a crucial role within the finance directorate and plays an important role in the interface between the finance directorate and the rest of the organisation. They will help lead on the operational work across the directorate; and ensure plans are in place and delivered to achieve the strategy; underpinned by the delivery of short to medium term objectives.

- The post holder will work with the Senior Managers and Deputy Directors to ensure that work stream and programmes are planned and carried out effectively.
- Proactively manage the key risks and issues associated with ensuring appropriate actions are taken to mitigate or respond.
- The post holder will lead the provision of an efficient, effective and high quality professional and well co-ordinated finance service capable of meeting all statutory, regulatory and NHS requirements ensuring alignment with the activity of the organisation.
- The post holder will define current processes, facilitate discussions and advise colleagues as to how best practice might be adopted in the definition of future processes, document those processes as they are agreed and oversee their delivery.

This job description and person specification are only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the ICB.

2. Key Working Relationships

- Present highly complex financial information in relation to budgets for service areas, programmes and other initiatives to a wide range of stakeholders in different settings, including formal meetings.
- Commit to working and engaging constructively with internal and external stakeholders on a range of contentious issues.
- Required to communicate, proactively build and maintain good working relationships and provide information and advice to a wide range of internal and external stakeholders on a range of business sensitive issues.
- Work with Deputy Directors and Senior Managers across the finance directorate to ensure delivery of financial operations and management for the ICB and where appropriate ICS.
- Nurture key relationships and maintain networks with internal and external stakeholders, including national networks; leading as an expert on all financial matters
- Assist with Freedom of Information requests, keep under review the framework and in accordance with the legislation.

3. Accountable Areas

3.1 Operational requirements

- The post holder will need to work independently and have accountability for their own work area and those they line manage, as well across the finance directorate on all areas of financial work
- To develop the ICB's financial and planning systems to support efficient and effective delivery of services.
- Working with highly complex data, facts and situations requiring analysis, interpretations and comparisons on a range of options and making decisions on the most appropriate approach.
- Represent the Directorate at meetings as relevant and report progress on the financial position and financial management, aligning this to the wider strategic aims.
- Ensure that best practice is developed and delivered at organisational and departmental levels.
- Challenge ways of working and persuade, motivate and influence other senior managers to realign their practice where necessary.
- Advise on innovative opportunities and support all departments in their strategies and programmes to maximise service benefits.
- Oversee the tracking of progress against plans and transition milestones, ensuring appropriate processes are in place to flag issues, risks and concerns with the relevant stakeholders.
- Ensure the securing of value for money, giving due consideration to all relevant factors including risk, quality and other factors.
- Support procurement of scoping work on health services and resilience and translate outcomes into plans.

3.2 Financial and physical resources

- Work with senior members of the finance team to support the financial management of the budget for the ICB (aprx £4bn)
- Support teams across the ICB to enable the delivery of financial breakeven position
- Identify any resource gaps in the plans within the ICB and across NEL and work with senior members of the finance directorate to address these.
- Provide technical advice and prepare financial reports to work stream leads and budget holders as required.

- In depth analysis, interpretation and production of complex and multiple reports including financial returns.
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.
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3.3 Staff management

- Responsible for the day to day range of staff management matters, which will include responsibility for supporting appraisals, development of staff, recruitment and where necessary processes such as grievance and disciplinary matters.
- Responsible for an individual's development on the job and job performance management. Work in conjunction with line managers and other job managers to assess and manage confidential information about an individual's performance and capability development.

3.4 Information management

- Work with BI teams to enable the production all required financial reporting
- Responsible for the development, management and maintenance of systems and framework across the ICB.
- Provide and receive highly complex, sensitive and contentious information, including presenting information about the programme and dependencies involving a wide range of stakeholders in formal settings: therefore the post holder must have the ability to deal with resulting potentially challenging situations.
- Ensure processes and staff behaviours are in place for appropriate information sharing.

3.5 Research and development

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information
- Deliver projects to comply with key performance indicators.

3.6 Planning and organisation

- Ensure programmes of work are delivered in line with financial timelines, to quality standards and in a cost effective manner, adjusting plans as required.
- Determine the strategic planning of Directorate projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Determine the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with the ICB.
- Work with teams within finance to aid the development of the short, medium and long term financial plans, achieving quality outcomes.
- To carry responsibility for developing policy and procedure in the area the job holder is currently working.
- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact within the Directorate.
- Proposes changes to own project and making recommendations for other projects delivery.
- The post holder will need to maintain a good knowledge of emerging policies from government departments for example pensions, change management, constitution. This will assist in the thinking and definition of the strategy discussions for the Network and stakeholders

Person Specification

Band 8b

Supporting evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, training, qualifications and experience				
	Fully qualified professional accountant or degree/masters with a minimum of 3 years post qualification experience, or equivalent experience in finance undertaking similar role	X		A/I
	Significant of experience of working autonomously at a similar level in specialist area – showing both theoretical and practical experience	X		A/I
	Significant evidence of continued professional development including management qualification or relevant experience.	X		A/I
	Clear understanding of the financial processes and funding flows within the ICB and ICS	X		A/I
	Has significant knowledge of financial operations best practice, including controls, budget setting and management accounts	X		A/I
	Experience of business case development	X		A/I
	Be able to interpret and implement external legislation and guidance and to plan and organise complex activities	X		A/I
	Knowledge of statutory accounts procedures and guidelines	X		A/I
	Significant experience of working at a similar level in specialist area	X		A/I
	Significant evidence of continued professional development	X		A/I
	Clear understanding of the financial processes and funding flows within the ICB and ICS	X		A/I

	Has significant knowledge of financial operations best practice, including controls, budget setting and management accounts	X		A/I
Communication skills				
	Be able to communicate effectively both verbally and in writing complex, sensitive and / or contentious information and secure the agreement of cooperation of individuals or groups through well-developed and persuasive negotiating skills	X		A/I
	Works with stakeholders and senior finance teams to develop financial improvement plans and to develop plans for innovation and transformation.	X		A/I
	Ability to draft concise reports and present clear verbal briefings on complex financial data and issues	X		A/I
Analytical skills				
	Provide and receive highly complex, sensitive and contentious information, negotiate with stakeholders on difficult issues, and present complex and sensitive information to stakeholders	X		A/I
	Analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and present in a clear concise manner	X		A/I
	Capable of acting on incomplete information, using experience to make inferences and decision making	X		A/I
Planning skills				
	Be able to manage time effectively, prioritise and organise short / medium / long term plans and deliver to agreed deadlines	X		A/I
	Ability to work effectively as part of a multi-disciplinary team	X		A/I
Autonomy				
	Demonstrates sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate	X		A/I
	Autonomous worker who interprets and applies policies as part of daily work.	X		A/I
Equality and diversity				
	Ability to demonstrate knowledge and understanding of equality of opportunity and diversity. Being aware of how individual actions contribute to, and make a difference to, the equality agenda	X		A/I
Other				

	Skills for delivering results to support management of others using a range of levers in the absence of direct line management responsibility	X		A/I
*A=Application form	I=Interview	T=Test	C=Certificate	

Working for NEL Integrated Care Board

About North East London and the NEL Integrated Care Board (NHS NEL)

North East London is steeped in history and culture, and home to over two million people (and rising). It's the most diverse area of the UK; and because of that, one of the most exciting and vibrant places to work.

NHS North East London works with our health, social care, voluntary and community partners and residents) to plan and buy health services to meet our population's needs, making sure all parts of the local health and care system work effectively together. We work as part of the North East London Integrated Care System northeastlondonhcp.nhs.uk

We make sure residents and visitors have the best physical and mental health and have good access to high-quality health and care services. We have a vision to *"work with and for all the people of North East London to create meaningful improvements in health, wellbeing and equity."*

We serve eight local authority areas: Barking and Dagenham; City of London; Hackney; Havering; Newham; Redbridge; Tower Hamlets; and Waltham Forest.

Our Culture

Every day our NHS people do amazing things, often in challenging circumstances.

The NHS is founded on a set of [principles and values](#) that bind together the communities and people it serves and the staff who work for it.

We are all responsible for bringing NHS values to life and contributing to a culture and working environment which is grounded in compassion, collaboration and inclusion. Our organisational behaviours set out our ambition for the culture we aspire to:

- We are open, honest and act with integrity
- We treat everyone with kindness and compassion
- We are tenacious in our approach to inclusion, challenging inequalities in everything we do to create a place where everyone can belong
- We work collaboratively with colleagues and partners to make the whole system work better for our population

- We focus on achievement and high standards of performance that contribute to improvements for our population
- We contribute to a psychologically safe work environment grounded in trust
- We focus on continuous personal development to reach our potential.

We expect all staff to ensure local people are at the heart of our work, no matter what their role is. Understanding the views of local people and working with them to improve services and lives is critical to our work.

Sustainability and Health Outcomes

In common with the Greener NHS agenda, NHS NEL is committed to reaching net zero carbon by 2040 and have an [ICS Green Plan](#). We have a staff action group, a carbon literacy offer and host system-wide net zero networks. We expect all staff to familiarise themselves with the Green Plan and ensure that they are making low carbon decisions that protect our people and planet when designing and delivering health and care services.

Creating an Inclusive Working Environment

NEL is committed to creating an inclusive working environment and is proud to be an equal opportunity employer. We want to provide a great workplace where our People can develop and thrive in a compassionate and inclusive space.

Equality, diversity and inclusion is more than just a commitment at NEL – it's the foundation of what we do and for the community we serve leading to improved health delivery and greater staff and patient experiences. Our organisation relies on the hard work and commitment of our employees and our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in our staff team.

Every employee is responsible for ensuring that they are committed to creating a truly inclusive workplace, respecting others and are clear in what is expected of them. Our Standards of Business Conduct set out the organisation's expectations and we expect our Leaders to ensure that they are familiar with a Code of Conduct reflecting the Department of Health's requirements on NHS Managers.

We will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve their own and colleagues working lives to create a healthy and productive working environment.

Confidentiality / Data Protection / Freedom of Information

You have a responsibility to maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998.

Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also

renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, postholders must apply NHS NEL's FOI procedure if they receive a written request for information.

Health and Safety at NEL ICB

All postholders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that NHS NEL's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and

employees.

Risk Management

You have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. It's a great idea to familiarise yourself with NHS NEL's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. You will also be required to attend training identified by your line manager in relation to your role, or where it is stated by NHS NEL to be mandatory.

Safeguarding Children and Vulnerable Adults

You have a general responsibility for safeguarding children and vulnerable adults in the course of your daily duties and for ensuring that you are aware of the specific duties in relation to your role.

Infection Prevention Control

Your Health

It is NHS NEL's policy to promote health within our community. Smoking is actively discouraged and it is illegal within NHS North East London's buildings and vehicles. If you would like to get help to quit smoking, please contact our Smokefree service on 0800 046 99 46.