

JOB DESCRIPTION

Job evaluation ref number:

Job Title: Head of Finance	
Reports to (post title): Deputy Director of Finance and Procurement	
Evaluated Banding: 8c	
Role Purpose: <p>To ensure comprehensive financial and business advice and information is provided to budget holders and managers for Care Group or Corporate areas. To advise and inform the Deputy Director of Finance and Procurement of the current and prospective financial position of Care Group or Corporate areas, and manage the Care Group/Corporate finance team. To lead on co-ordination of all financial input for tenders for new and existing business across the Trust. To advise and inform the Deputy Director of Finance and Procurement of the current and prospective financial position of Care Group/Corporate areas.</p> <p>Support the Deputy Director of Finance and Procurement with strategic development of costing and the Care Group or Corporate management accounts function. Finance Lead of the Trust efficiency programme: supporting the identification and planning process across clinical and corporate areas, as well as providing the appropriate challenge to ensure the financial delivery and quality assurance process is maintained. Responsible for range of other areas of Trustwide finance support.</p>	
Role Context: <p>Roles at this level require a fully qualified finance professional with significant and broad business experience and the ability to lead and motivate a team of finance staff. The individual is required to contribute to the management of the finances of Care Group or Corporate areas interpreting organisational policy as applicable and to liaise with other finance and non-finance staff to achieve this. A key element to the role will be to develop and disseminate best practice and to ensure all information provided is of a highly professional standard in regard to accuracy, content and timeliness.</p>	
Trust Values <p>All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:</p> <p style="text-align: center;">Trust Honesty Respect Compassion Teamwork</p>	
Key Accountabilities	Performance Measures
Financial Management <p>To ensure the preparation of accurate and timely financial reports for Care Group or Corporate areas. To</p>	<p>Accounts and reports are thoroughly researched, produced and are presented according to best practice.</p>

produce monthly summary data on actuals/forecast with appropriate narrative for inclusion in the Trust Board reports. To review, interpret and present accounts and reports, ensuring that work meets best practice standards and is used appropriately to support proposals and recommendations for decision-making.

Provide guidance and support to budget holders to enable effective budgetary control. Identify and discuss with managers and clinicians areas where savings and efficiencies can be made to enable more effective use of the Trusts resources. Analyse detailed and complex financial statements and forecasts and create reports and presentations that make them readily understandable to non-financial managers.

Manage the financial plan setting and cost improvement identification process within the Care Group or Corporate areas in accordance with Executive Leadership Team agreed timetables. To be solely responsible for agreeing virements to enable the production of a balanced budget.

Work alongside the Deputy Director of Finance in the production of the Trusts annual financial plans, by providing summaries of relevant financial information.

Responsible for the Care Group/Corporate financial forecast.

Indirectly contribute to the completion of annual accounts.

Staff and Leadership

Direct, lead and motivate the Care Group or Corporate finance team. Recruit and train new members of staff where appropriate including team induction. Appraise directly line managed staff to identify their training and development needs, and performance manage the team in order to maximise their potential and the contribution they make to the organisation. To oversee sickness and absence management of the finance team.

Responsible for ensuring all budget holders in the designated directorates fully understand the financial information presented to them, identifying and implementing any training needs as necessary.

They are used effectively at divisional & Trust level to support proposals & recommendations.

Information received is relevant, accurate, understandable and timely. It informs debate and affects decision-making

Advice is positively sought by internal customers including Trust board members and senior professional leads. External customers include all relevant commissioners. Individual is regarded as professional, credible, authoritative and influential.

All plans informed, accurate and available within agreed timescales.

Financial duties are achieved

Work is completed to time specifications and to best practice standards. The team is considered to provide high quality output to its customers and is seen as professional and helpful.

Managers in Directorates understand financial reports and issues

Contribute to development and delivery of Trust wide training to non-financial staff as required

Demonstrate continuing professional development, through development of knowledge, skills and keeping up to date with professional practice.

Business Partnering

Support the relevant managers across Care Group or Corporate to fulfil their statutory duties including the proprietary responsibility and stewardship of public funds. Support the Trust in achieving its planned financial outturn.

Contribute to current departmental issues which may change over time.

Ability to present complex financial reports to groups of senior managers and Executive Directors

Service & Policy Development

Lead on ensuring the development of the Trust costing strategy incorporating the NHSE costing roadmap and ensuring our patient level costing system is adequate to provide requirements of the roadmap.

Manage the production of costing information in the Trust including the implementation and development of costing systems that will support the production of statutory reference costs and specialty cost returns, and service line reporting.

Utilise financial expertise and in depth specialist knowledge of business, legislative and NHS environment to assist General Managers in developing proposals and production of Care Group and Corporate plans in line with the Trust Strategy.

Direct the implementation and monitoring of compliance with Trust financial policy within Care Group/Corporate areas, so ensuring that best practice is disseminated and Care Group/Corporate policy is consistent with Trust

Personal development targets are met, demonstrated through the maintenance of a Continuing Professional Development portfolio and an agreed annual appraisal review.

Involvement as appropriate in department issues and all relevant finance staff are up to date with such issues.

Information received is of high value and informs debate and decision-making.

Relevant comparative information is available. Contribution per service line is accurately measured and relative efficiencies identified to enable management action.

There is a good understanding within the Care Group/Corporate areas of the direct link between activity and finance.

Information is sought from a variety of sources and individual demonstrates ability to identify and access new sources of data to support decision making. The service plans are fully and accurately reflected in the financial elements of the integrated business plans.

<p>strategy. To interpret the impact of Organisational Policy as it affects individual Directorates and prepare them for such impact. Ensure as far as possible budget holders adhere to Trust financial policy.</p> <p>Efficiency Programme</p> <p>Finance lead supporting the overall efficiency programme. Assistance across the organisation with development and monitoring of cost improvement plans for services, providing financial support and challenges where appropriate.</p> <p>Training</p> <p>Lead on finance staff development needs and ensure all finance staff receive mandatory training in a timely manner.</p> <p>General</p> <p>Authorised signatory in line with scheme of delegation.</p> <p>Responsible for ensuring Health and Safety policies are implemented and adhered to within Care Group/Corporate finance team.</p>	<p>Compliance is monitored and non-compliance addressed promptly and appropriately. Consistency of application of Trust financial policy.</p> <p>Ensure the financial delivery and quality assurance process is maintained.</p> <p>Reporting and ongoing review and challenge to the efficiency programme is a key deliverable</p>
Dimensions	
<p>c.£100m Care Group or Corporate areas operational budgets</p> <p>Directly line manage Deputy Head of Finance(s), overall responsibility for Care Group or Corporate Finance Team</p> <p>Liaising with senior staff within the organisation</p>	
Safeguarding	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>	
Disclosure and Barring Services	
<p>Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point</p>	

of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

Infection Control

All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.

Equality and Diversity

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.

Sustainability and Net Zero – Supporting Our Green Plan

The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

Data Quality Statement

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

Communication

To develop and maintain relationships with all stakeholders and provide/receive verbal/written highly complex, confidential, contentious or sensitive information, as appropriate.

Ability to motivate staff team, self-motivated and dynamic.

Provides and receives information which requires tact in overcoming barriers to understanding using developed persuasive skills are required, often in emotively charged atmospheres.
Excellent interpersonal communication skills required to resolve staffing issues.

Communications with Trust personnel, External stakeholders/agencies.

To lead a team.

Knowledge, Training and Experience

Professionally qualified accountant
Significant post qualification healthcare experience with a strategic business perspective.
Evidence of continuing professional development

Broad and extensive business experience, with recognised expertise in a specialist financial area

Comprehensive understanding of NHS financial environment, General Ledger and ancillary finance systems

Understanding and appreciation of organisation structure, business strategy and the work of other departments

Ability to work under pressure, meet deadlines and respond flexibly and quickly to change
Good keyboard skills particularly General Ledger, Spreadsheets and Reporting systems

Excellent planning and organisational skills in order to manage conflicting demands
Ability to demonstrate strategic thinking in complex areas

Analytical and Judgement Skills

Analyse detailed and highly complex financial statements and forecasts and create reports and presentations that make them readily understandable to non-financial managers.

This role will require the analysis and appropriate challenge where appropriate of sensitive, contentious and complex financial information.

Makes judgements regarding allocation of finances, financial risk where there is no precedent, expert opinions may differ or where there is a lack of information.

The post holder will demonstrate an ability to demonstrate strategic thinking in complex areas with a good awareness of the wider implications of actions

The post holder will possess numerical and analytical skills and have the ability to assimilate and interpret data to make resultant judgements.

Planning and Organisational Skills

Advise the Executive Director/ Care Group Director in the strategic financial direction of the service ensuring that financial decisions made by the relevant care group units/corporate departments do not compromise the Trust in achieving statutory financial duties.

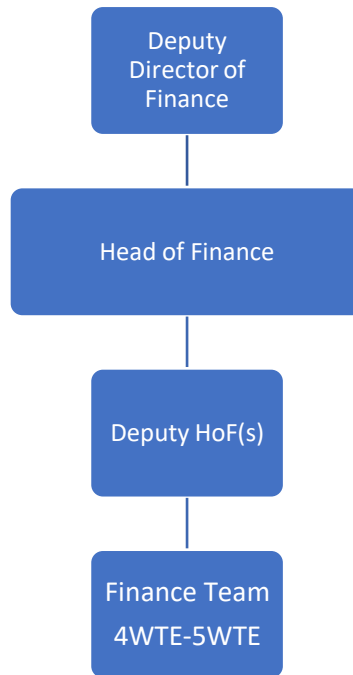
Plans projects which impact across the department and the organisation; delivery of accounting, financial services over the financial year for own area; prepares plans for financial and people aspects of service provision; contributes to medium term financial strategy

Ability to plan own workload and that of those staff reporting into the post holder where it is appropriate.

Supporting development and monitoring of cost improvement plans for services, providing financial support and challenges

Physical Skills
<p>Advanced keyboard skills</p> <p>Ability to travel across Trust sites</p>
Responsibility for Patient/Client Care
<p>Advanced keyboard skills</p> <p>Ability to travel across Trust sites</p>
Responsibility for Policy/Service Development
<p>Implements policies for own work area which impacts across the Finance and Procurement department.</p> <p>Responsible for developing and managing the implementation of new policy initiatives across the directorate and Trust to ensure a high-quality and efficient service provision.</p> <p>Works in accordance with Trust Policies and Procedures in particular security, Health & Safety and Risk Management. The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures and Practices of the Trust. The post holder is responsible for ensuring that they keep up to date with the documents in question.</p>
Responsibility for Financial and Physical Resources
<p>Manage the financial plan setting and cost improvement identification process within the Care Group/Corporate areas in accordance with Executive Leadership Team agreed timetables.</p> <p>Divisional budgets of c.£100 million</p> <p>Responsible for budget setting for several department/services - Provide guidance and support to budget holders to enable effective budgetary control. Identify and discuss with managers and clinicians areas where savings and efficiencies can be made to enable more effective use of the Trusts resources</p> <p>Contribute to the results of the Trust wide cost improvement and efficiency programme by analysing and challenging highly complex/sensitive information. This role will require the analysis of highly sensitive, contentious and highly complex financial information.</p>
Responsibility for HR
<p>Direct, lead and motivate the senior finance staff reporting to the post holder. Recruit and train new members of staff where appropriate. Appraise staff to identify their training and development needs in order to maximise their potential and the contribution they make to the organisation.</p>

Responsibility for Information Resources
<p>The post holder will have awareness of Trust wide financial management system (Integra) and supporting systems such as costing.</p> <p>Regular statistical reports</p>
Responsibility for Research and Development
<p>The post holder will take audits as necessary to own work</p>
Freedom to Act
<p>The post holder will have significant discretion and freedom to act within the parameters of the role, is guided by organisational & broad occupational policies but has to interpret these. Works autonomously and guided by national policy.</p>
Physical Effort
<p>Frequent requirement for sitting or standing in a restricted position for a considerable part of the working day.</p>
Mental Effort
<p>Frequent concentration, occasionally prolonged; required for analysing data.</p> <p>Frequent unpredictable interruptions/demands from third parties/staff and in conjunction with diversity of role, frequent changes in responses are required to deal with work and staffing issues.</p>
Emotional Effort
<p>Occasional exposure to distressing or emotional circumstances – giving unwelcome news, dealing with staffing issues.</p> <p>Frequently required to work to tight deadlines and ensure data quality.</p> <p>Psychologically resilient and ability to produce work of a consistently high quality and quantity to tight deadlines, for extended periods of time.</p>
Working Conditions
<p>General</p> <p>Requirement to use VDU for substantial amount of the working day.</p>
Organisation Chart



Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



Signatures

After reviewing the document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date: