

JOB DESCRIPTION

JOB DETAILS	
Job Title	Finance Manager
Reports to	RRDN Operations Director
Band	Band 7
Department/Directorate	Research & Development
Base	Truro / Plymouth/ Exeter or Taunton with regular travel to local and regional offices
Accountable for	Finance Officer (Band5)

JOB PURPOSE
<p>The Finance Manager will provide financial oversight for the procedures for disseminating and accounting for NIHR Research Delivery Network (RDN) funding within the Regional RDN (RRDN) for an annual budget of circa £30M. This role will work with the Host Organisation's finance team and the RRDN Operations Director to ensure full accountability for RDN finance in the region. The Finance Manager will be involved in the management of the budget and will introduce, adapt and improve systems to assess applications for funding. The role will lead on the day-to-day coordination of budgets and produce forecasts and reporting of RDN expenditure as required by various stakeholders, including the RDN Coordinating Centre (RDNCC), RDN Board, and the Department of Health and Social Care (DHSC).</p> <p>The purpose of the role is to provide robust financial accountability, supported by the Finance Officer and Host Organisation finance team. Key responsibilities for this role include ensuring, at all times, that there is clear transparency of RDN usage and that there is a clear audit trail for the accountability of expenditure. The role will ensure that all processes will align to the Host Organisation's Standing Financial Instructions (SFIs), and lead on developing and implementing a streamlined system for the receipt and payment of invoices from research Delivery Organisations (organisations delivering RDN portfolio research) across the RRDN region. The role will also be responsible for oversight of the processing of the Excess Treatment Costs (ETC) payments and ensuring that all payments are processed in-line with the Host Organisation requirements and within the contractual and sub-contractual arrangements for the RRDN.</p> <p>The Finance Manager will support the Directors within the RRDN, in collaboration with the Data and Analytics team, to ensure that research Delivery Organisation plans and reports are in place in a timely fashion and that impact can be demonstrated through analysis of Value for Money. Outputs may correlate to the requirement for local financial modelling and forecasting across the RRDN. The Finance Manager will be the primary point of contact for finance teams in research Delivery Organisations and will work with these organisations, with support from the RRDN Operations Director, to have appropriate full cost recovery processes in place and will support in providing advice on best practice on full cost recovery.</p> <p>This role will provide operational management of the Finance function, and line management of the Finance Officer. Line management of staff members will include undertaking staff reviews to identify training and development needs, and establishing how those needs will be met, and managing performance against agreed objectives. The postholder will ensure the same review processes take place for all staff with the defined function via appropriate line management arrangements and that skills and capabilities exist to meet current and future business needs.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>FINANCIAL MANAGEMENT RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Lead and support the RRDN Finance function in delivering a comprehensive finance service to the RRDN, including leading on the annual budget planning process (developing Outline Use

of Resources and consultation with key stakeholders) and providing expertise in the appropriate use of RDN funding to all internal and external stakeholders

- Devise, implement and manage RRDN-wide procedures to ensure that RRDN funds are reliably and efficiently used according to current DHSC and NIHR guidance
- Ensure that funds are spent in-year and invoices processed efficiently and accurately, and oversee the general administration relating to the management of procedures for access to and receipt of RDN funding, as appropriate
- Manage the system for application, review and output of any local or national funding calls
- Provide in-depth knowledge and advice of the NIHR's current financial allocation model and its application to the RDN
- Lead on any local financial modelling, calculating indicative budget allocations and informing recipients of RDN funding outcomes
- Oversee the invoicing arrangements and payments of RDN funding and ETC funding for the RRDN, monitor expenditure and performance for management, and frequently evaluate the procedure for accessing funding to ensure that it continues to meet the needs of researchers and other stakeholders in the RRDN region
- Provide in-depth knowledge and advice on NHS support costs and develop the ability to distinguish between service support costs, research costs and treatment costs (including ETCs) according to the appropriate national guidance, e.g. Attributing the costs of health and social care Research & Development (AcoRD)
- Seek assurance that all relevant RRDN stakeholders have a process in place for attributing and reporting RDN funding and ETC funding, and ensuring full cost recovery for all RDN activities is in place
- Prepare and issue any *ad hoc* and strategic calls for funding across the RRDN
- Support the Finance Officer in the addressing of finance queries
- Lead on the delivery of any internal or external audits
- Hold financial oversight meetings with recipients of RDN funding
- Work with the RRDN Operations Director to review Delivery Organisation plans and report and to assess on-going Value for Money
- Ensure compliance with the Host Organisation's Statutory Financial Instructions (SFIs) at all times and report any breaches, working work with the Host Organisation finance team

KEY RESULT AREAS

- Lead and support the RRDN Finance function in delivering a comprehensive finance service to the RRDN, ensuring its effectiveness and alignment with regional and national objectives

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis

In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

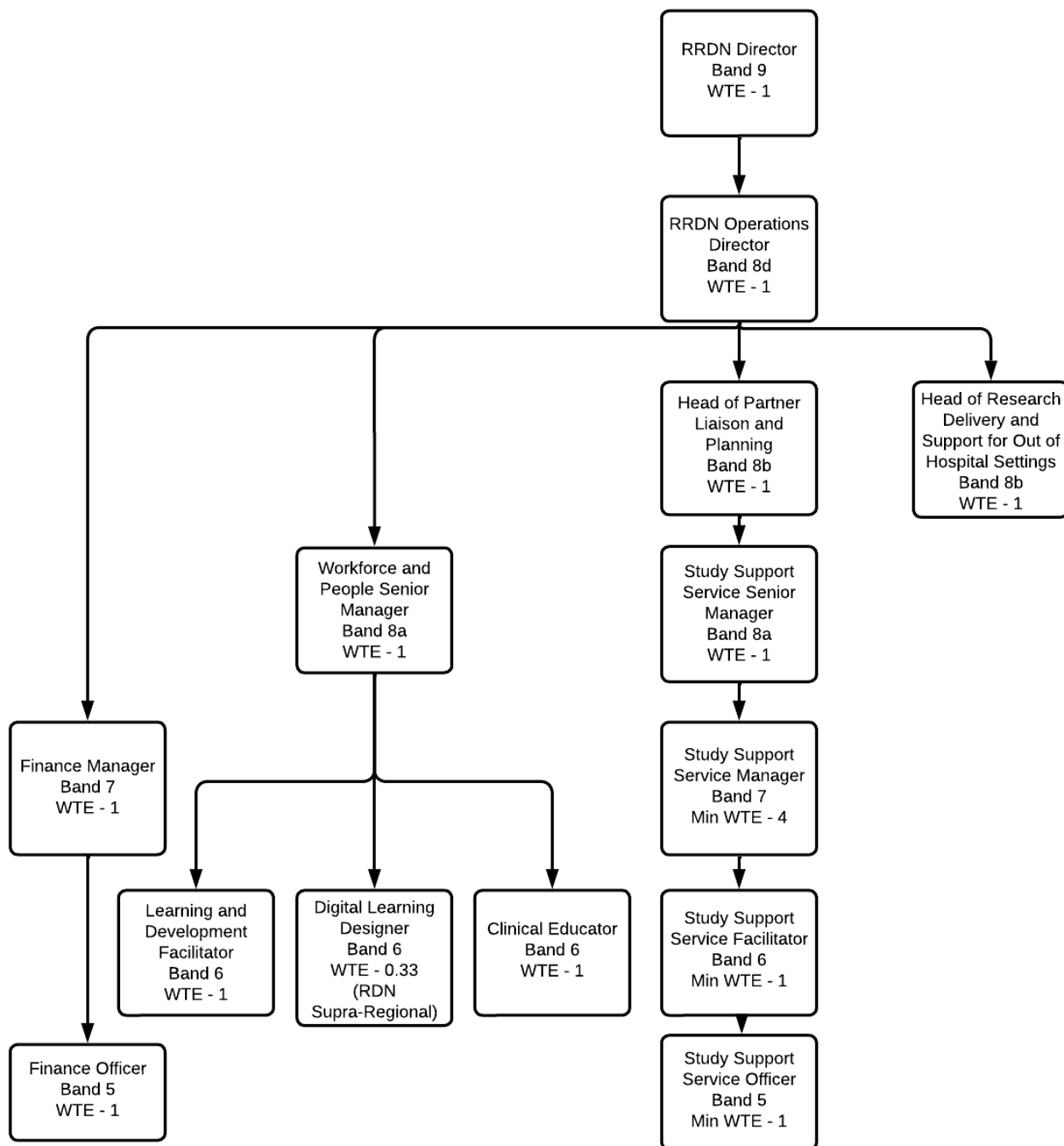
This will include verbal, written and electronic media.

Of particular importance are working relationships with:

- All directors within the RRDN
- Finance Officer
- Data and Analytics team
- Study Support Service team
- Administrative team (those responsible for coordinating contracting with provider organisations)
- RDN Finance Managers
- RDNCC finance team
- RRDN Host Organisation finance team
- RRDN research Delivery Organisations finance teams

Direct Reports: Finance Officer

ORGANISATIONAL CHART



ROLE OF THE NIHR RESEARCH DELIVERY NETWORK

From October 2024, the current NIHR Clinical Research Network will be changing to become the NIHR Research Delivery Network (RDN). The RDN will build on the successes of the CRN in supporting the effective and efficient initiation and delivery of funded research across the health and care system in England for the benefit of patients, the health and care system and the economy. The RDN will support:

- Clinical trials and other well-designed health and social care research studies (including studies that are delivered outside of an NHS setting);

- Public health studies that require the recruitment of individuals within an NHS setting (that is, acute, ambulance, mental health, community or primary care) or an episode of care which involves contact with the NHS.

The RDN is a new organisation with new structures, governance and ways of working. Study delivery in England will be supported through 12 NIHR Regional Research Delivery Networks (RRDNs). These will work with the national Coordinating Centre (RDNCC) and the Department of Health and Care to provide a joint RDN leadership function via the RDN Board, so that the NIHR RDN as a whole, functions as a single, transparent organisation with a shared vision and purpose. Royal Devon University Healthcare NHS Foundation Trust will be the Host Organisation for the South West Peninsula RRDN region.

The NIHR RRDNs will have three key roles which it will fulfil via new models of service delivery and functions, to:

- provide support to research sites to enable the effective and efficient initiation and delivery of funded research across the health and care system in England;
- enable the strategic development of new and more effective research delivery capability and capacity. This will include bringing research to under-served regions and communities with major health and care needs;
- work jointly with the Coordinating Centre in the strategic oversight of the NIHR RDN. This will ensure that the Portfolio is maintained as a cohort of high-quality, fully-funded, viable and deliverable studies. It will also ensure that the NIHR RDN as a whole serves the research delivery needs of investigators and R&D teams and is responsive to the changing domestic and global environment for health and care, life sciences and health research.

The NIHR RRDNs will need to develop excellent relationships with the organisations commissioning and providing health and social care across their regions, which are mapped onto NHS regions and Integrated Care Systems. They will help support research undertaken by those providers and at sites across the region, and promote research meeting the needs of local populations. NIHR RRDNs will work together with an RDN Coordinating Centre to support health and care research delivery for the benefit of patients, the health and care system and the economy as a whole.

FREEDOM TO ACT

- The post holder will work autonomously within general policies and procedures guided by national policy and regulations and the Trust's own policies in relation to ensuring the delivery of the RRDN.
- The post holder will ensure national policy is reflected in the RRDN business processes.
- Through values and behaviours, embed a consistent approach to engagement, Research Inclusion and PPIE throughout RDN functions and services

COMMUNICATION/STAKEHOLDER MANAGEMENT RELATIONSHIP SKILLS

- Establish and maintain effective working relationships with all relevant customers and stakeholders
- Ensure that the RRDN communicates effectively with research Delivery Organisations and researchers regarding funding matters
- Lead on the effective communications within the RRDN, including contributing as necessary to the preparation and delivery of regular presentations, reports and newsletters to the RRDN staff, members, stakeholders and other relevant groups
- Translate complex financial information into understandable data to ensure the end users are aware of the financial implications of decisions or actions

BUSINESS PLANNING/ORGANISATIONAL SKILLS

- Support the RRDN with the implementation of the NIHR and DHSC research strategy and to implement systems required for the purpose of this role
- Contribute to the preparation of RRDN business and operational plans, reports, policies, operating procedures and other documents, by drafting appropriate sections relating to funding and value for money and working to ensure that documents are prepared to a high standard and delivered on time

POLICY/SERVICE IMPROVEMENT DEVELOPMENT

- Identify, implement and lead strategies to enhance the efficiency and effectiveness of the Finance function, regionally and nationally
- Establish and maintain effective working relationships with relevant staff within all relevant organisations, feeding any local considerations into RDN developments as appropriate
- Contribute to national initiatives underpinning the continued development of the RRDN and associated NIHR-led work streams
- Provide support to all users of RRDN finance systems to ensure that all staff use the systems fully and most effectively. This will include the provision of advice and specialist training, the development of guidance and procedures, and user/system administration
- Lead any training and education initiatives to support the financial delivery of the RRDN

HUMAN RESOURCES/OPERATIONAL MANAGEMENT

- Line management of staff members, which will include undertaking staff reviews to identify training and development needs, and establishing how those needs will be met, and managing performance against agreed objectives
- Ensure adherence to all RDN approaches and frameworks, and employers policies by all staff in the domains this role oversees

INFORMATION/ADMINISTRATION RESOURCES

- Provide organisations in receipt of RDN funding with timely and accurate information in relation to their financial allocation
- Lead on the collection of accurate and timely data from recipients of RDN funding to support the management, and preparation of regular reporting of expenditure within the RRDN to the Host Organisation and to the RDNCC
- Review and analyse regular and formal funding reports on the use of RDN funding in a timely fashion from local recipients of RDN funding, assess and report within the RRDN, the Host Trust and RDNCC
- Lead on working with the Host Organisation's finance team to run monthly income and expenditure reports, and undertake financial forecasting with the RRDN Operations Director
- Oversee analysis and reporting of RRDN key finance and performance information to support the operational management and strategic development of the RRDN with support from the Operations Director
- Take responsibility for reviewing analyses to identify trends in financial spend and provide advice and support at driving efficiency and enhancing improved performance
- Contribute to the production of the RRDN reporting and planning cycle, including oversight of delivery plans from the RRDN stakeholders
- Make available relevant key information to RRDN stakeholders as required, e.g. for the purposes of financial governance compliance, financial management and reporting on key performance indicators

CORPORATE GOVERNANCE

- Support the Finance Officer and RRDN Administrative team to ensure all appropriate contracts are in place with all recipients of the RDN funding ahead of making any payments, providing support and escalating when challenges occur
- Maintain a strong and current working knowledge of NIHR developments regarding financial management, regulation and governance, and NHS structures and services
- Lead on the preparation of RRDN financial plans, reports, policies, operating procedures and other documents, working to ensure that documents are prepared to a high standard and delivered on time
- Support the development and implementation of strategies and financial systems for quality assurance, to include audit and review of the work of the RRDN staff and sites, providing feedback, development and support as necessary

PHYSICAL SKILLS

Keyboard skills, use of IT equipment, including equipment used for delivering presentations.

PHYSICAL EFFORT

Light physical effort for short periods. Use of computer continuously for prolonged periods on most days, i.e. frequent requirement to work in a restricted position

MENTAL EFFORT

- Frequent concentration; work pattern unpredictable.
- Concentration required for investigating problems, analysis of performance data and policies. Interruptions requiring immediate response

EMOTIONAL EFFORT

- Operate with emotional intelligence in delivering challenging information and lead sensitive performance related conversations with stakeholders and staff.
- Imparting unwelcome news e.g. where performance targets not met or funding allocations changed

WORKING CONDITIONS

- Exposure to unpleasant conditions is rare.
- Travel to meetings within the RRDN area may be necessary

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Finance Manager
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Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <p>Postgraduate qualification (e.g. Post Graduate Diploma) in a relevant subject or significant relevant equivalent experience</p> <p>Working towards a full CCAB/CIMA accountancy qualification and has extensive relevant specialist accountancy experience</p> <p>Fully qualified CCAB/CIMA Accountant</p> <p>Registered for CPD with accounts institute</p>	E E E	D
<p>KNOWLEDGE/SKILLS</p> <p>Ability to apply previous experience of working across multi-disciplinary services for budgeting, financial reporting and strategic financial planning to lead on the delivery a specialist accountancy service</p> <p>Significant knowledge of financial management and budgetary management</p> <p>Significant knowledge of current NHS accounting principles and procedures</p> <p>Ability to work on a number of projects simultaneously to meet agreed deadlines, concentrating and focusing on a range of issues</p> <p>Highly numerate</p> <p>Ability to engage effectively with clinicians and senior managers</p> <p>Ability to cope and function effectively when working in a pressurised environment and with constant interruptions</p> <p>Development of finance processes and systems in order to improve the overall effectiveness and efficiency of financial information</p> <p>Ability to analyse complex information and resolve complex problems</p> <p>Ability to make decisions within own area within broad boundaries</p> <p>Excellent IT skills, particularly in use of Google Workspace applications and MS Office applications, particularly Excel to a high level and financial computer systems</p>	E E E E E E E E E E E	
<p>EXPERIENCE</p> <p>Significant specialist accountancy, financial and performance management experience in a large organisation</p> <p>Experience of working in the health and care research sector, the health and social care service sector or academic environment</p> <p>Previous NHS R&D finance experience</p>	E E	D
<p>PERSONAL ATTRIBUTES</p> <p>Excellent people skills and an ability to work with, and to influence, a wide range of people</p> <p>Independently and using initiative, to have the ability to plan and organise work programmes, and to adjust programmes as required ensuring effective delivery</p> <p>Ability to prioritise competing demands, and to balance project development requirements with day-to-day operational needs</p> <p>Flexibility to move quickly from one topic to another in a fast-moving environment</p> <p>Willingness to travel</p>	E E E E E	
<p>OTHER REQUIREMENTS</p> <p>Ability to identify and analyse information management problems or potential problems, including complex problems, and to offer relevant solutions</p>	E E	

Ability to lead to the formulation of an external budget, undertake financial modelling and budget planning activities	E	
Ability to contribute to financial monitoring and reporting to external parties in a timely and accurate manner	E	
Ability to prioritise competing demands, and to balance project development requirements with day-to-day operational needs	E	
Ability to manage own time and ensure deadlines are met by self and others	E	
Proven written and verbal communication skills with different staff groups	E	
Ability to explain complex, technical issues to non-technical staff both orally and in writing	E	
Ability to identify and analyse financial information, problems, or potential problems, including complex problems, and to offer relevant solutions	E	
Ability to prepare and deliver presentations and reports to a high standard	E	
Ability to monitor performance against agreed goals, aims or targets and determine value for money	E	
Ability to manage own time and ensure deadlines are met by self and others	E	
Ability to work under pressure to achieve targets		

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y			X	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y	X			
Working in isolation	Y	X			
Challenging behaviour	Y	X			