

JOB DESCRIPTION

JOB DETAILS	
Job Title	Finance Business Partner – Care Group / Division
Reports to	Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning
Band	Band 8a
Department/Directorate	Finance Directorate

JOB PURPOSE
- The Finance Business Partner is a pivotal role in ensuring that the Trust meets the key financial objectives set whilst delivering safe and sustainable services to our patients, whilst being finance lead for a Care Group / Division. - The post holder will lead a team to deliver professional and timely business partnering support and be fully integrated with the core activities within the organisation whilst challenging and holding to account for Care Group / Divisional service delivery. - Furthermore, the post holder will contribute to developing a culture of strong financial stewardship within the Trust, promoting the need for economy, efficiency and effectiveness in all aspects of the Trust's business. - The Finance Business Partners may work across more than one Care Group / Division to support the technical elements of the financial processes but also take responsibility for Trust wide elements of the departmental work programme e.g. projects to improve systems, allocation of pay awards.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
- Supporting the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning in providing high quality financial information, expert advice, training, support and challenge to the Care Group / Division in respect of financial management, reporting, and risk mitigation to ensure its senior managers and budget holders meet their key operational and strategic business objectives. - Assimilate and advise on highly complex issues and assists the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning by contributing to the continued development, provision and maintenance of robust financial management systems that support the Trust's strategic and operational management. - Assist the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning to inform the Trust's financial strategy and developing financial and performance monitoring systems to ensure that systems are in place to enable all key financial and performance objectives to be achieved, including supporting the Divisional/Care Group savings programme. - Support the Trust's business planning processes, including the development of business cases for service change to deliver cost savings, increased efficiency and increase income. It will be the responsibility of the post holder to ensure all financial considerations included and evaluated as part of the business case. - Support the preparation of the Trust's annual national cost collection and proactively support the continuing development of patient level costing and Service Level Reporting across the Trust by fostering positive, proactive, collaborative working relationships with service managers and clinicians. - Support the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning in the development of the Trust's financial reporting and forecasting, ensuring that sound and robust processes exist so that reporting is consolidated to provide a Trust wide view that is both consistent and of a high standard. To attend and service relevant

Care Group / Divisional Committees and Sub Committees, which include answering any detailed questions on financial performance as required.

- Support development of financial reporting to the organisation so that information flows from the Trust wide Integrated Performance Report through to individual Care Group / Divisional reports to hold to account those responsible for delivery. The post holder will ensure a clear articulation of reported financial risks and mitigations flowing from Care Group / Divisional positions.
- Lead the annual financial planning and budget setting exercise for the Care Group / Division ensuring that there is full engagement with the wider organisation and that finance, activity and workforce assumptions are aligned for Care Group / Division.
- Ensure desk top procedure notes are developed and maintained for all tasks under the post holders' control.
- Support the Care Group / Divisional manager in driving annual efficiencies to meet the cost improvement target and longer-term transformational change to support delivery of the longer-term plan.
- Line management responsibilities for Associate Finance Business Partner and Finance Analyst roles within the Finance Business Partnering function.
- Deputise for the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning as necessary.

The post holder will also be expected to contribute to developing the vision, strategy and plans for the Business Support Function by ensuring they possess the right skills and capabilities obtained through a programme of continuous professional development and supporting financial training for the organisation.

Context: Business Support Function

Business Support Function is a fully functioning financial management service understanding the core elements of the Trust's business and advising and supporting the shaping of the future. The function has a detailed understanding of the drivers of cost, links to activity and income and changes to service delivery to support a financially sustainable future. The function is at the forefront of Care Group / Divisional decision making, supporting with expert and professional advice, modelling and analysis. The Finance Business Partner will be based either at Newcourt House, Exeter or Devonshire House, Barnstaple but may be required to travel to alternate sites on occasion.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate.

KEY WORKING RELATIONSHIPS

No. of Staff reporting to this role: Up to 10.

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 and external organisations. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Trust Directors, in particular the Chief Operating Officer and the Deputy Chief Operating officer to maintain the direct link with Finance and Operations. • Care Group / Division/Care Group Directors, Group Managers, Service Managers and clinicians to help drive delivery of financial	• External Audit as required in line with the Audit Programme. • Other NHS Finance colleagues to improve the collaboration between organisations and help support Devon wide programmes of work.

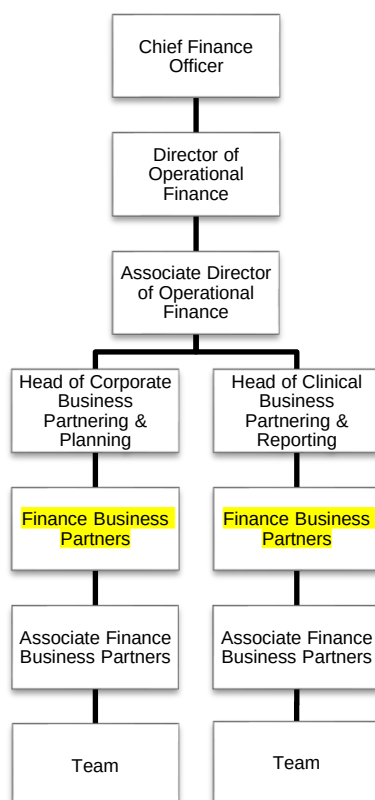
objectives, service change and Service Level Reporting.

- Head of Clinical Business Partnering & Reporting and Head of Corporate Business Partnering & Planning.
- Chief Finance Officer, Director of Operational Finance and Associate Director of Operational Finance.
- Director of Strategic Finance, Associate Director of Strategic Finance and other finance section heads and Finance Business Partners.
- All finance staff.
- Internal audit.

- Stakeholders from external organisations (including other NHS organisations, other stakeholders e.g. local authorities, charities).

ORGANISATIONAL CHART

A copy of the proposed organisational structure is attached top to the job description
The reporting structure for the Business Partnering Care Group / Division is set out below:



FREEDOM TO ACT

The post holder will be required to:

- Make decisions autonomously on a regular basis with regards to financial planning, advising the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning of the impacts of these decisions.
- Influence decision making throughout the Care Group / Division through the provision of expert financial advice.
- Interpret national policy and regulations, acting to ensure the Trust meets the requirements of such policies and advising the Finance Business Partner of the interpretation made.

- Make decisions autonomously, when required, on difficult issues within the Care Group / Divisional remit of the role.
- Interpret national policy and regulations, acting to ensure the Trust meets the requirements of such policies and advising the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning of the interpretation made.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will be required to:

- Communicate and provide highly complex information to a wide range of internal and external stakeholders.
- Use highly developed negotiation and persuasion skills to overcome barriers and obstacles to the delivery of financial objectives in particular where staff, partners and other stakeholders are resistant and/or the post holder has no direct line management relationship.
- Present highly complex information about projects, initiatives and services to a wide range of stakeholders in a formal setting.
- Commit to working and engaging constructively with internal and external stakeholders on a range of contentious issues.
- Nurture key relationships and maintain networks internally, specifically with clinical and service leaders by developing a culture of shared responsibility for financial issues.
- Support collaborative working across partner organisations.
- Assist with Freedom of Information requests.

ANALYTICAL/JUDGEMENTAL SKILLS

Financial Management and Control

The post holder will:

- Ensure that the systems are in place for the Care Group / Division for control and management of the Trust's finances is in accordance with Trust Policies, Standing Financial Instructions (SFIs) and statutory obligations are robust.
- To assist in ensuring that appropriate financial systems and processes are developed, implemented and maintained to accurately assess activity and financial performance. Identify and report in-year risks and forecast year-end financial positions for the Care Group / Division to the agreed monthly reporting cycle. Adherence to financial controls and processes will be a key area of responsibility.
- Ensure all material financial risks of the Care Group / Division are appropriately identified and reported to the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning and report on mitigating actions that are in place to deliver the agreed Care Group / Divisional plan.
- Ensure that the financial impact of the Trust's annual operational plan and strategic financial plan is understood by the Care Group / Division.
- Lead on preparation of Care Group / Divisional finance reports and briefings on financial performance and financial monitoring of Care Group / Divisional recovery plans.
- Lead on supporting the delivery of the financial elements of the Care Group / Divisional Financial Recovery Programme and contribute corrective actions with Care Group / Divisional leads.
- To work closely with Care Group / Divisional leads to support the Care Group / Division to ensure that expenditure remains within budget and help identify any remedial actions that are required to be taken. Help identify any opportunities to maximise income.
- Provide a key role in supporting all managers with budgetary responsibility to ensure financial control is exercised effectively, including the provision of training and development and resolving budgetary issues.
- Highlight any financial risks for inclusion onto the finance risk register and corporate risk register in line with Trust policy.

- To be a nominated person of authority for Trust financial purposes, including the online approval of bank payments.

Business Support and Advice

The post holder will be required to:

- Provide a professional business and financial advice service to the Care Group / Division using accumulated financial expertise and professional training in all matters relating to finance, service development, NHS policy, future planning and any other aspects of the Care Group / Division's business.
- Use professional judgement to identify and manage risks facing the Care Group / Division to ensure that it remains financially viable and delivers effective services.
- Prepare Care Group / Divisional finance papers and briefings on areas under the remit of the role to the required timescales, including the identification of key variances and actions being taken to address them.
- Initiate change in support of best working practice and identify areas of financial opportunity within the department and across the Care Group / Division.
- Co-ordinates the negotiation of the financial elements of clinical and non-clinical Service Level Agreements between the Care Group / Division and other organisations to ensure that costs are reflective of agreed levels of activity received/provided.
- Support the development of major business cases through providing professional advice, judgement and interpretation of data.
- Communicate the implications of activity and income to non-financial management and clinicians to ensure its impact is widely understood throughout the Care Group / Division.
- Project the impact of activity and income on service level income and undertake financial modelling to assess the sensitivity to the Care Group / Division.
- In conjunction with colleagues in the Contracting team, ensure that all opportunities within the national guidance for increased revenue to the directorate are fully explored and developed by working closely with the Head of Contracting, Income and Costing, information team, clinical coders and clinicians to ensure that processes and procedures are developed and implemented to ensure that all activity is identified, accurately coded and collected under national tariff.
- Provide financial support to Executive directors and senior managers and clinicians as required to ensure the achievement and delivery of savings.
- Assist in the completion Care Group/Divisional returns, both internal and external within agreed deadlines.

PLANNING/ORGANISATIONAL SKILLS

Financial Planning and Business Development

The post holder will be required to:

- Lead processes for Care Group / Division to allow accurate and timely development of the annual financial planning cycle supporting the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning in ensuring that robust processes are established and operated for setting revenue in line with the Trust's financial planning guidance.
- Develop systems for financial benchmarking to enable the comparison against best practice. Assist in the development of plans to ensure the Trust utilises the information to implement changes that enhance the effective use of physical resources for the benefit of the patient.
- To assist the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning in the development of the annual business planning cycle.
- To have up to date knowledge of Payment by Results and costing principles as they apply to the NHS and support the accurate costing of services and procedures for inclusion in the annual reference costs return to the Department of Health within the required timescales.
- To deliver presentations and financial training to increase financial awareness and understanding across the Care Group / Division.

- To ensure that all budget managers within the Care Group / Division have access to accurate and timely financial information that aids their individual business planning.
- Participate and in some instances lead on a number of NHS modernisation initiatives.

Costing and Service Level Reporting

The post holder will be required to:

- To support the preparation of the Trust's annual national cost collection and proactively support the development of internal costing and Service Level Reporting across the Trust.
- To determine costs and prices for services provided by the Trust under agreements with NHS and other organisations.
- Support the development and production of procedure-based costing to underpin HRG's and national reference costs utilising benchmarking information to identify potential efficiency gains.
- Support the development of costing systems to allow the Trust to understand reasons for significant variations from national tariff to inform strategic decision making.
- Support the development and provision of information that allows the Trust to assess the contribution of activity in relation to the utilisation of limited resources.
- To engage with the clinical teams within the Care Group / Division to gain ownership of costing information and to ensure clinical sign off to the output of reference costs (or directorate managers for non-clinical areas).
- Analyse highly complex costing information and develop reports for use by Trust management and clinicians in a clear and understandable format that informs decisions on proposed service developments and to contribute to the development of business cases.
- Assess the implications of new developments and technologies or service re-design on internal cost of activity to ensure services are appropriately funded.
- To proactively involve and encourage non-financial and clinical staff in the understanding of Payment by Results and the cost of activities and services and promote the elimination of non-value-added activities to improve efficiency.

PATIENT/CLIENT CARE

The post holder is required to put the patient, as the first priority, at the centre of all activities although the post holder will not have contact with patients in the course of their normal duties.

POLICY/SERVICE DEVELOPMENT

The post holder will be required to:

- Ensure that financial management policies (such as the Budgetary Control policy, Standing Financial Instructions (SFI's) and financial procedures are developed and implemented according to best practice, local and national guidance.
- Maintain an expert knowledge of financial and accounting procedures, ensure maintained, relevant and up to date in line with legal and national guidance.
- Contribute to the development and implementation of financial systems.
- Ensure desk top procedure notes are developed and maintained for all tasks under the post holders control.
- Interpret NHS Financial guidance and ensure implications are translated and understood across Care Group / Division.
- Provide training, advice and support to managers throughout the Trust on Standing Financial Instructions and financial procedures.
- Ensure that your team complies with and implements all Trust policies.

FINANCIAL/PHYSICAL RESOURCES

The post holder will be:

- Responsible for ensuring processes are in place for Care Group / Division to manage the overall Trust wide budget of circa £1billion based on Care Group / Divisional structure.
- Lead the annual financial planning and budget setting exercise for the Care Group / Division ensuring that there is full engagement with the wider organisation and that finance, activity and workforce assumptions are aligned for Care Group / Division.
- Support the Care Group / Division to 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.
- Continuing own personal and professional development, and to actively participate in all relevant aspects of in-house training.

HUMAN RESOURCES

The post holder will be responsible for:

- Line management responsibilities for Associate Finance Business Partner and Finance Analyst within the Finance Business Partnering function.
- Undertaking annual appraisals and personal development planning for the Associate Finance Business Partner and Finance Analyst culminating in the production of an agreed annual Personal Development Plan and ensuring downward escalation of objectives throughout the team.
- Contributing to the development and enhancement of the Finance Department in its contribution to the achievement of Trust objectives.
- Undertaking recruitment for the Finance Business Partnering function as required.

Professional Training and Development

- Ensuring that Care Group / Divisional Teams receive appropriate training and advice on financial systems and controls to facilitate the best possible care within the resources available through a designed programme of targets finance training modules.
- Support the co-ordination and provision of training for all staff within the Finance Business Partnering function.
- Promoting professional standards and attitudes throughout the Finance directorate.
- Continuing own personal and professional development, and to actively participate in all aspects of in-house training.

INFORMATION RESOURCES

The post holder will need to input, store, modify, analyse, process and present complex information on a day to day basis. The post holder will develop reports based on financial information to use to inform key stakeholders of on-going developments.

RESEARCH AND DEVELOPMENT

Support Research and Development department with costings to enable the maximisation of the contribution to the Trust.

PHYSICAL SKILLS

Standard keyboard skills are required to produce reports, presentations and project plans. An advanced IT skill set is required for to support the presentation of complex information

PHYSICAL EFFORT

This post is predominantly desk based using VDU equipment with a frequent requirement to be seated for long periods of time.

The post requires travelling, meetings in various venues and office-based work

MENTAL EFFORT

This post requires:

- Frequent prolonged concentration for collating, analysing, interpreting and presenting complex financial data and responding quickly and accurately to complex emails with regards to financial data. There will also be occasional instances of intense concentration, such as during board-level discussions, complex case analysis, or high-level financial decision-making.
- The postholder will have the ability to think quickly and constructively and make decisions autonomously.
- The postholder will be able to adapt to frequent interruptions and working in a large open plan office.
- Adaptability, flexibility and ability to cope with uncertainty and change.

EMOTIONAL EFFORT

There will be regular exposure to conflict and challenge where the post holder will be required to deal with contentious issues.

There will be occasional exposure to distressing and emotional circumstances where the post holder may have to part unwelcome news to staff, or effectively influence and negotiate with stakeholders in difficult circumstances.

WORKING CONDITIONS

There is a requirement to use VDU equipment more or less continuously on most days.

OTHER RESPONSIBILITIES

The post holder will respond to requests to undertake surveys and audits relevant to own work and to work closely with the Local Counter Fraud Specialist and Internal Audit leads with regards to audits of financial information.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Finance Business Partner
------------------	--------------------------

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Qualified accountant and member of an accountancy body which is a member of the Consultative Committee of Accountancy Bodies (CCAB) or Chartered Institute of Management Accounts (CIMA).	X	
KNOWLEDGE/SKILLS		
A good knowledge, skills and experience of computer-based finance systems and general IT systems.	X	
Ability to analyse and interpret complex facts and situations and develop a range of options.	X	
Excellent organisational and time management skills.	X	
Negotiate and influence on difficult and very complex and detailed issues.	X	
Persuade board and senior managers of the respective merits of different options, innovation and new market opportunities.	X	
Good people management and motivation skills.	X	
Have an appreciation of the relationship between the Department of Health, NHS England and individual provider and commissioning organisations.	X	
EXPERIENCE		
Experience in working in planning and reporting across multiple complex functions.	X	
Experience of leading a team, working across a complex environment		X
Experience of budgetary control, involvement in budget setting and working knowledge of financial processes.	X	
PERSONAL ATTRIBUTES		
Ability to provide and receive highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups using the appropriate style of communication.	X	
Ability to prepare complex business cases.	X	
Ability to deliver to tight timescales and under pressure, including the maintenance of good working papers/records.	X	
Ability to respond quickly to changes in work priorities at short notice.	X	
Ability to concentrate for prolonged periods whilst dealing with interruptions.	X	

Skills for managing relationships with a range of different stakeholders Ability to work on own initiative, respond quickly to changes in work priorities and organise workload, allocating work as necessary.	X	
Ability to make decisions autonomously, when required, on difficult issues An ability to maintain confidentiality and Trust.	X	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	X	
Ability to travel to other locations as required	X	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		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				Y
Heavy manual handling (>10kg)	N				
Driving	Y		Y		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				Y
Emotional Effort	Y		Y		
Working in isolation	Y			Y	
Challenging behaviour	Y	Y			