



Northern Devon Healthcare NHS Trust

JOB DESCRIPTION

Job Title:	Senior Finance Manager – Divisions
Band:	Band 7
Responsible To:	Head of Business Support
Accountable To:	Deputy Director of Finance and Performance
Section/Department/Directorate:	Finance Directorate

Job Purpose:

The Senior Finance Manager is a pivotal role supporting the divisional Business Partners in ensuring that the Trust meets the key financial objectives set whilst delivering safe and sustainable services to our patients.

The post holder will deliver professional and timely financial support and be fully integrated with the core activities within the organisation whilst challenging and holding budget managers to account.

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 Senior Finance Managers may work across more than one division to support the technical elements of the financial processes but also take responsibility for trust wide elements of the work programme

Specific responsibilities include:

- Supporting the divisional Business Partners discharge their responsibilities by providing high quality financial information, expert advice, training, support and challenge to the 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 divisional Business Partner 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 divisional Business Partner to inform the Trust's financial strategy and developing financial and performance monitoring systems to ensure all key financial and performance objectives are achieved.
- 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.

Support the divisional Business Partner in 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.

- Manage the monthly closedown process within the management accounts function, overseen by the Business Partner for each division, ensuring robust financial reporting and forecasting, allowing the reporting to be consolidated to provide a trust wide view that is both consistent and of a high standard
- Support development of financial reporting to the organisation so that information flows from the Trust wide Integrated Performance Report through to individual divisional reports to hold to account those responsible for delivery. The post holder will ensure a clear articulation of reported risks with mitigations reported to the divisional Business Partner allowing the flow from divisional positions through to the trust board.
- Support the annual financial planning and budget setting exercise for the division ensuring that there is full engagement with the wider organisation and that finance, activity and workforce assumptions are aligned to enable a balanced budget to be presented to the Trust Board
- To attend and service relevant divisional Committee's and Sub Committees, which include answering any detailed questions on financial performance as required.
- Ensure desk top procedure notes are developed and maintained for all tasks under the post holders control.
- Oversee the Trust wide contractual income reporting
- Take a Trust wide lead role in one of the following areas to support the head of Business Support in the modelling and consolidation of planning and reporting:
 1. Cost Improvement Programme
 2. Annual Operational Planning
 3. Medium term financial recover, drivers of the deficit and benchmarking
- Line management responsibilities for Band 2 to 6 Management Accounts staff within the business support function

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

The 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 Divisional decision making, supporting with expert and professional advice, modelling and analysis.

The **Senior Finance Manager - Divisions** will be based in the **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 as directed by the line manager.

Key Working Relationships:

Routinely work with:

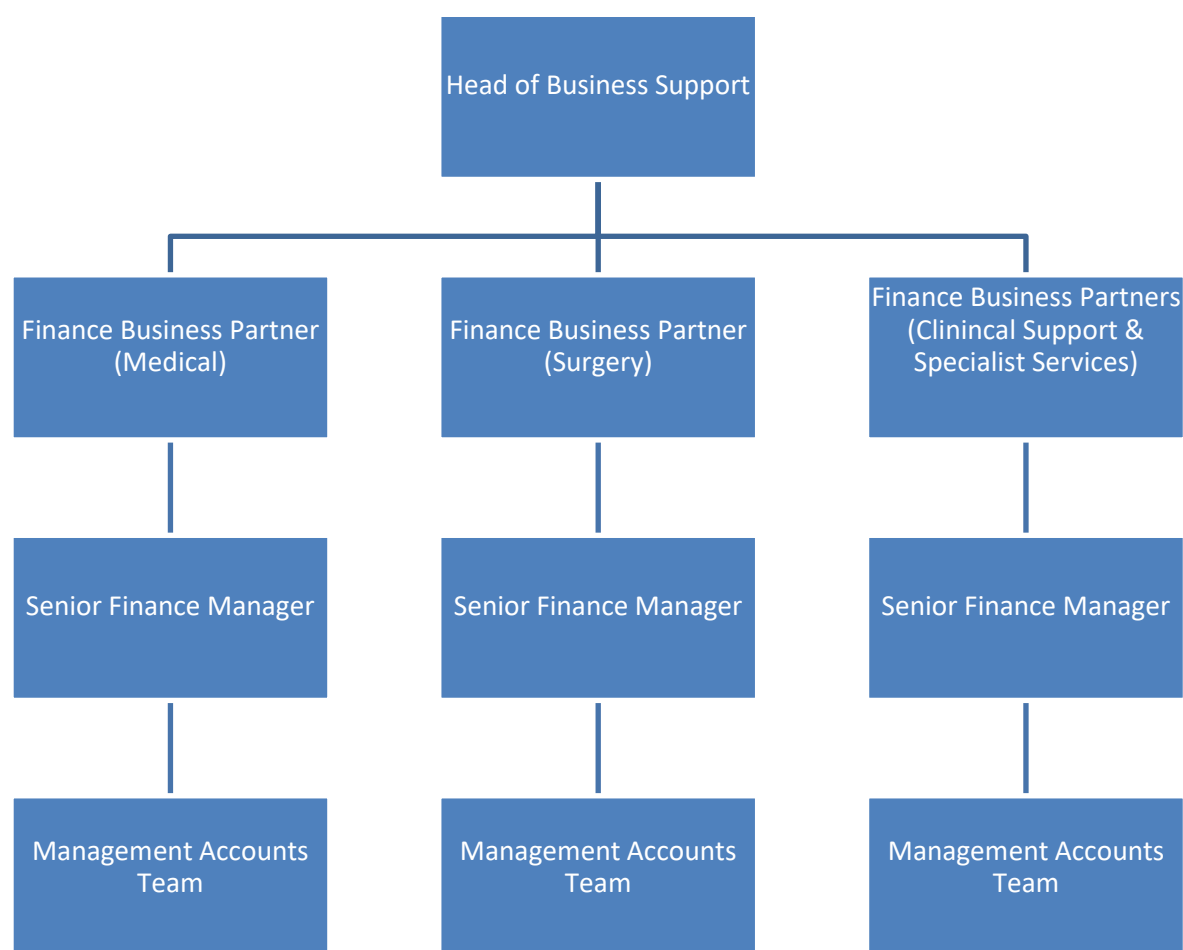
- Director and Deputy Director of Finance,
- Trust Directors, in particular the Chief Operating Officer and the Deputy Chief Operating officer to maintain the direct link with Finance and Operations
- Finance Section Heads, particularly the Head of Contracting, Income and Costing to ensure ledger integrity and alignment of reporting with the requirements of Service Level Reporting
- Directorate Managers (Associate Directors of Operations), Group Managers, Service Managers and clinicians to help drive delivery of financial objectives, service change and Service Level Reporting.
- Budget Managers to help drive shared financial accountability.
- Other Business Partners including the Business Partner for Costing and SLR, to develop the Trust's costing and reporting systems in line with the requirements of Service Level Reporting
- All finance staff
- Internal and External Audit as required in line with the Audit Programme.
- Finance colleagues within the STP to improve the collaboration between organisations and help support STP programmes of work

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Organisational Chart:

[A copy of the proposed organisational structure is attached to the job description

The reporting structure for the Business Support Function is set out below:



Key Result Areas/Principal Duties and Responsibilities

[To support the divisional Business Partners through the development and maintenance of a reporting framework for the Divisions within the organisation encompassing performance against activity plan, financial performance against budgets, delivery of Divisional cost improvement plans, financial forecasts and other key financial matrix. The post holder will manage the overall monthly close down process liaising with the Business Partner on forecasting elements and utilising the management accounting function on the transactional elements of the process. The reporting will be highly professional and provide the key information required by divisions to manage and deliver their financial objectives. This reporting will form the bedrock of the Trust wide reporting identifying the key elements for escalation through to Executive Directors and the Trust Board.

To prepare robust divisional annual plans linking operational needs to activity, finance, performance, workforce and savings delivery to be incorporated into a consolidated Trust wide plan. The plan will be fully reconcilable and triangulate the activity plan, workforce availability and financial resource required for delivery.

The post holder will support divisional Business Partners by being an integral part of the team working

through future service developments; ensuring high quality business cases assess the impact on not only the financial position but also activity and workforce. The post holder will ensure alignment of the divisional work streams of the medium and longer term financial strategy.

Deputise for the divisional Business Partner on financial responsibilities and issues as required and represent the Trust at regional events.

To perform all duties in a professional manner, recognising confidentiality of financial information and the need to maintain professional credibility at all times and provide necessary support to the department as required.

Actively seek opportunities to contribute to the efficiency and effectiveness of the finance department, the service it provides and the standard of financial management within the Trust.

Be responsible for the Health & Safety of self and others and to comply with all aspects of the Trust's Health and Safety Policy.

Required to undertake other duties not specified within the job description but within the spirit and general scope of the post and grade, as determined by the Deputy Director of Finance and Performance and Head of Business Support.

Line management responsibilities for Band 2 to 6 Management Accountants staff within the business support function:

Communication and Relationship Skills

The post holder will be required to:

- Communicate and provide complex information to a wide range of internal and external stakeholders.
- Use 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 and Judgement Skills

Financial Management and Control

The post holder will be required to support the Divisional Business Partner:

- Ensure that the systems for control and management of the Trust's finances is in accordance with Standing Financial Instructions (SFIs) and statutory obligations are robust, to ensure that all divisional financial targets are met.
- Ensure appropriate financial systems and processes are adhered to allowing accurate assessment of activity and financial performance, identify and report in-year risks and forecast year-end financial positions for the division to the agreed monthly reporting cycle.
- Ensure all financial risks of the division are appropriately identified and reported to the divisional Business Partner so that mitigating actions are in place to deliver the agreed divisional plan.

- Ensure that the financial impact of the Trust's annual operational plan and strategic financial plan is understood by the division.
- Prepare divisional finance reports and briefings on financial performance and financial monitoring of divisional recovery plans.
- Support the control and delivery of the financial elements of the divisional Financial Recovery Programme and implement corrective actions with Divisional leads
- To work closely with Divisional leads and budget managers to ensure that expenditure remains within budget and any remedial actions taken and opportunities to maximise income are met.
- Support the Business Partner and Divisional Managers with budgetary responsibility to ensure financial control is exercised effectively, including the provision of training and development and resolving budgetary issues.

Business Support and Advice

The post holder will be required to support the Divisional Business Partner:

- Provide a professional business and financial advice service to the division using accumulated financial expertise and professional training in all matters relating to finance, service development, future planning and any other aspects of the division's business.
- Use professional judgement to identify risks facing the division.
- Assist the divisional Business Partners by providing financial advice on tendering and market testing.
- Support preparation of divisional finance papers and briefings on areas under the remit of the role to the required timescales.
- Initiate change in support of best working practice and identify areas of financial opportunity within the department and across the division.
- Support the negotiation of clinical and non-clinical Service Level Agreements between the 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 division.
- Project the impact of activity and income on service level income and undertake financial modelling to assess the sensitivity to the division.
- Ensure that all opportunities within the national guidance for increased revenue to the directorate are fully explored and developed by working closely with the divisional Business Partners, 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 training, advice and support to managers throughout the Trust on Standing Financial Instructions and financial procedures to ensure that they can effectively exercise control.
- Provide financial support to Executive directors and senior managers and clinicians as required to ensure the achievement and delivery of cash releasing efficiency savings.

Planning and Organisational Skills

Financial Planning and Business Development

The post holder will be required to:

- Support the annual financial planning cycle supporting the divisional Business Partners in ensuring that robust processes are established and operated for setting divisional revenue in line with the

Trust's financial planning guidance.

- Support the annual national cost collection exercise as directed by the divisional Business Partner.
- To deliver presentations and financial training to increase financial awareness and understanding across the division.
- To ensure that all budget managers within the division have access to accurate and timely financial information that aids their individual business planning.
- Each of the band 7 roles will take a specific trust wide role in the overall financial modelling and consolidation being one of:
 1. the cost improvement programme to support the monthly evidencing, reporting and consolidation of the total CIP programme
 2. the annual planning process to support the Head of Business Support to ensure consistency across divisions and consolidating into a trust overarching plan to facilitate plan submission and reporting
 3. the medium term financial recovery, linking into the longer term plan for northern Devon and analysing the benchmarking information available such as Model Hospital, and GIRFT

Costing and Service Level Reporting

The post holder will be required to support the Divisional Business Partner:

- Contribute to 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.
- Analyse highly complex costing information and develop reports for use by the Business Partner and 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.

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

Responsibility for Patient and 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

Responsibility for Policy and Service Development

Financial Policy and Procedure

The post holder will be required to:

- Ensure that financial management policies and procedures are developed and implemented according to best practice.
- Provide training, advice and support to managers throughout the Trust on Standing Financial Instructions and financial procedures.
- Ensure desk top procedure notes are developed and maintained for all tasks under the post holders control.]

Responsibility for Financial and Physical Resources

The post holder will 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]

Responsibility for Human Resources

Departmental Management and Human Resources

The post holder will be responsible for

- Line management responsibilities for Band 2 to 6 Management Accounts staff within the business support function.
- Undertaking annual appraisals and personal development planning for the Band 2 to 6 Management Accounts staff 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 Business Support function as required.

Professional Training and Development

- Ensuring that 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 Business Support 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.]

Responsibility for 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.]

Responsibility for Research and Development

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.]

Decision Making

The post holder will need to

- Make decisions autonomously on an occasional basis with regards to financial planning, advising Divisional Business Partner of the impacts of these decisions.
- Influence decision making throughout the division through the provision of expert financial advice
- Interpret national policy and regulations, taking action to ensure the Trust meets the requirements of such policies and advising the Divisional Business Partner of the interpretation made.

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 intense concentration for collating, analysing, interpreting and presenting complex financial data and requires responding quickly and accurately to complex emails with regards to financial data. The intense concentration may be for long periods of time.

The post holder will have the ability to think quickly and constructively and make decisions autonomously.

The post holder 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.

Moderate exposure to distressing or emotional circumstances, which can include dealing with patients and bereaved relatives. Where the Trust has in its possession either cash or personal effects of patients, relatives may not appreciate process that has to be followed in order to return items, which can be difficult to explain if the relative is distressed.

Working Conditions

There may be occasional unpleasant conditions when dealing with potentially distressed patients and clients.

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

GENERAL

- This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will,

therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.
- We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to The Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

STAFF HEALTH AND WELLBEING

You must take responsibility for your workplace health and wellbeing:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
- 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.

If you are a line manager, in addition to the above, it is expected you will:

- Champion health and wellbeing.

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

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles and practice of safeguarding applies to adults, in line with The Care Act 2014, in relation to the worker's role, which will include recognising the types and signs

of abuse and neglect.

The worker’s line manager should be made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of adults, at risk of abuse / neglect, and children and young people ensuring that they are protected from harm.

Northern Devon Healthcare Trust ensures that the Trusts Safeguarding Children Policy, Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

JOB DESCRIPTION AGREEMENT

Job holder’s Signature:.....

Date:.....

Manager’s Signature:.....

Date:.....

PERSON SPECIFICATION

POST : **Senior Finance Manager – Divisions**

REQUIREMENTS	E/ D*	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u> Qualified accountant and member of an accountancy body which is a member of the Consultative Committee of Accountancy Bodies (CCAB)..	E	AF/R		
<u>KNOWLEDGE/SKILLS:</u> Educated to masters level or equivalent level of experience of working at a senior level in specialist area. Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent. Evidence of post qualifying and continuing professional development. Must have an understanding of the background to and aims of current healthcare policy nationally and appreciate the implications of this on engagement. Should have an appreciation of the relationship between the Department of Health, NHS Improvement and individual provider and commissioning organisations. Member of relevant professional body.	D D E D D E	AF/I AF/I A/FI AF/I AF/I A/I		

<p><u>EXPERIENCE:</u></p> <p>Experience in working in planning and reporting across a complex functions</p> <p>Experience of leading a team working across a complex environment</p> <p>Previously responsible for a budget, involved in budget setting and working knowledge of financial processes</p>	<p>E</p> <p>D</p> <p>D</p>	<p><u>AF/I</u></p> <p>AF/I</p> <p>AF/I</p>		
<p><u>PERSONAL REQUIREMENTS:</u></p> <p>All essential requirements to be tested at application and interview</p> <p>Communication</p> <p>Ability to provide and receive 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.</p> <p>Persuade senior managers of the respective merits of different options, innovation and new market opportunities.</p> <p>Negotiate on difficult and complex and detailed issues.</p> <p>Analytical</p> <p>Problem solving skills and ability to respond to sudden unexpected demands.</p> <p>Ability to analyse complex facts and situations and develop a range of options.</p> <p>Makes recommendations on difficult and contentious issues where there may be a number of courses of action.</p> <p>Strategic thinking – ability to anticipate and resolve problems before they arise.</p> <p>Ability to carry out procurements for highly detailed, high value contracts that require</p>				

<p>analysis, comparison and assessment.</p> <p>Planning</p> <p>Plans and organises a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances.</p> <p>Inputs to strategic plans across Trust and within the specific teams.</p> <p>Works with Stakeholders to develop performance improvement plans and to develop plans for innovation and opening up the market.</p> <p>Good use of available information sources to enable efficient and effective planning.</p> <p>Ability to work under pressure and to tight and often changing deadlines</p> <p>Management</p> <p>Ability to inspire teams</p> <p>Skills for direct line management and job management.</p> <p>Skills for delivering results through managing through others and using a range of levers in the absence of direct line management responsibility.</p> <p>Skills for managing relationships with a range of different stakeholders.</p> <p>Autonomy</p> <p>Ability to work on own initiative and organise workload, allocating work as necessary.</p> <p>Ability to make decisions autonomously, when required, on difficult issues</p> <p>Other</p> <p>An ability to maintain confidentiality and trust.</p> <p>Used to working in a busy environment.</p> <p>Adaptability, flexibility and ability to cope with uncertainty and change.</p> <p>Commitment to continuing professional</p>				
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<u>OTHER REQUIREMENTS:</u> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required	E E	Interview Interview		

*Essential/Desirable

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HAZARDS :					
Laboratory Specimens Proteinacious Dusts		Clinical contact with patients		Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids		Dusty Environment		VDU Use	x
Radiation		Challenging Behaviour	x	Manual Handling	
Solvents		Driving	x	Noise	x
Respiratory Sensitisers		Food Handling		Working in Isolation	x
Cytotoxic drugs		Night working			