

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Deputy Head of Finance Business Partnering
<b>Reports to</b>	Head of Finance Business Partnering
<b>Band</b>	Band 8b
<b>Department/Directorate</b>	Finance - Business Partnering

### JOB PURPOSE

The purpose of this role is to support the Head of Finance Business Partnering in providing operational leadership for the Trust's management accounts function, ensuring the delivery of accurate, timely and high-quality financial reporting to support Divisions, Corporate Directorates and Trust Board decision making.

The post holder's portfolio would include;

- Coordination of the Trustwide consolidation of the month end position, undertaking a high-level review of key run rate movements and variance to plan as well as setting out forecast movements between months
- Leading on the development of any Trustwide reporting requirements, consulting and coordinating with Finance Business Partners where, taking into account national and local policy to develop templates, processes & procedures to ensure a consistent approach is taken.
- Leading on the reporting of reserves, monitoring and reporting on in year & forecast spend, alongside future year requirements.
- Leading on the reporting of income in advance commitments, developing robust policies and procedures for its management.
- Acting as finance lead for the medical workforce and nursing, midwifery & AHP strategic workforce groups.
- Supporting the Head of Finance Business Partnering and Associate Director of Operational Finance with any ad hoc task as required in relation to maintaining robust financial control, assurance and governance arrangements across the organisation.

### KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Ensure strong financial controls, reconciliation and validation processes are embedded across expenditure and non-contractual income, with issues identified, investigated and resolved in a timely manner.
- Lead and coordinate the production, review and quality assurance of Trust wide monthly management accounts for Care Groups and Corporate Directorates, ensuring accuracy, consistency and robustness of financial reporting.
- Ensure all internal and external reporting requirements are delivered, in an accurate, timely, and relevant manner that will enable managers to provide an efficient and effective service within the resources available.
- Support the delivery of year-end financial closedown, annual accounts and external audit processes, ensuring Business Partnering inputs are accurate, complete and delivered to agreed timescales.
- Support the Finance Business Partner (DBV) with the development, planning, delivery and reporting of cost improvement (CIP) schemes, working with Care Groups and Corporate teams to ensure savings plans are robust, deliverable and appropriately reflected in financial plans and forecasts as well as ensuring accurate and timely reporting to Divisional, Corporate and Trust governance forums.

- Lead and support continuous improvement in management accounting and business partnering processes, systems and ways of working, including the development of more efficient, consistent and insightful financial reporting and opportunities for automation.
- Deputise for the Head of Business Partnering as required, including representation at Care Group, Corporate and Trust governance meetings, and acting as a senior escalation point for complex Business Partnering issues.
- Take on the placement manager role for any Graduate Trainees that are assigned to the finance business partner function. Ensuring they receive a high-quality training programme with exposure to a range of management accountant roles and responsibilities to support the achievement of their required competency programme.

## KEY WORKING RELATIONSHIPS

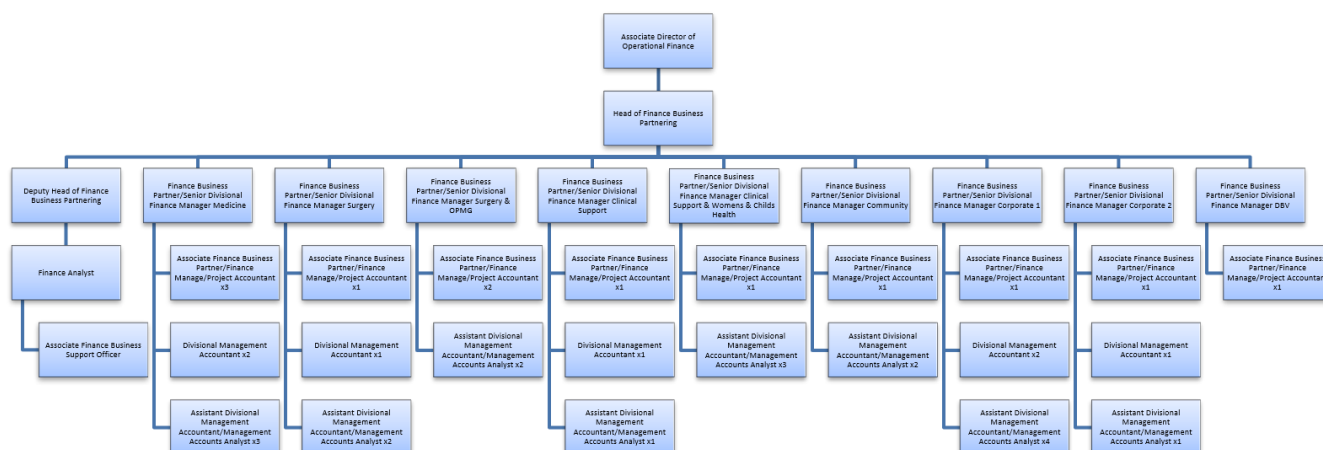
The Deputy Head of Finance Business Partnering is required to develop and maintain effective working relationships across the Trust and with external stakeholders in order to ensure the provision of accurate, timely and high-quality financial information and advice.

The post holder will work closely with a wide range of internal and external stakeholders, often involving the communication of complex and sensitive financial information.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Associate Director of Operational Finance</li> <li>• Head of Finance Business Partnering</li> <li>• Divisional Directors, General Managers and Care Group leadership teams</li> <li>• Clinical Directors, Clinical Leads and senior clinicians</li> <li>• Finance Business Partners and wider Finance Directorate colleagues</li> <li>• Financial Planning, Workforce, Costing and Business Intelligence teams</li> <li>• Corporate Directorates including HR, Workforce, Informatics and Strategy</li> <li>• Internal audit and governance teams</li> </ul>	<ul style="list-style-type: none"> <li>• External auditors</li> <li>• NHS England and other regulatory bodies as required</li> <li>• System partners within the Integrated Care System</li> <li>• Professional finance networks and peer organisations</li> </ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- The post holder is responsible for leading, developing and delivering the reporting requirements across the Management Accounting function. The post holder will operate under a high level of autonomy, working independently deciding how results are best achieved. They will interpret national financial policy and develop and implement internal guidance where no precedent has been set for reporting, ensuring implications are understood across the Trust.

## COMMUNICATION/RELATIONSHIP SKILLS

- The post holder receives and communicates highly complex and sensitive corporate level information to multiple stakeholders and large groups across the Trust, adapting delivery to meet the needs and understanding of the audience with varying levels of experience. This will require highly developed presentation and influencing skills to inform complex financial decisions within the Trust in connection with NHS/Trust strategies.

## ANALYTICAL/JUDGEMENTAL SKILLS

- The post holder will independently make judgement on highly complex analytical and financial issues.
- The post holder uses the judgement when contributing to or reviewing highly complex financial reporting to make or support decision making processes as well as identifying area of potential financial risk.

## PLANNING/ORGANISATIONAL SKILLS

- The post holder will be expected to plan and organise their own workload, diary and commitments as well as supporting the prioritisation of key tasks across the finance business partnering function.
- The post holder will be expected to support the annual planning process, taking a lead on the planning and coordination of the annual budget setting exercise.

## PATIENT/CLIENT CARE

- The post holder will have incidental contact with patients/clients.

## POLICY/SERVICE DEVELOPMENT

- Interpret NHS Financial guidance and ensure implications are understood across the Trust.
- Ensure relevant Trust Financial Procedures and detailed section procedures are relevant, up to date, in line with national policies and procedures, and comply with Standing Financial Instructions.

- Implements policies related to finance business partnering and support the line manager to develop Trust-wide financial policies and procedures.
- Maintain and develop finance policy and procedures relating to finance business partnering, seeking out opportunities to improve efficiency and avoiding duplication and maximising system functionality.

#### **FINANCIAL/PHYSICAL RESOURCES**

- Responsible for the integrity and quality of Trust-wide financial information and contributes to the control and monitoring of multi-million-pound budgets.
- Responsible for planning and coordinating the budget setting process across the organisation.
- Maintain and develop the financial systems in relation to finance business partnering.

#### **HUMAN RESOURCES**

- The Deputy Head of Finance Business Partnering role will have line management responsibility for 2 direct reports as well as any graduate management trainee roles that are assigned to the finance business partnering team.
- Maintain an expert knowledge of financial and accounting procedures across the section.

#### **INFORMATION RESOURCES**

- Significant responsibility to ensure high quality and timely financial information available to the Trust and NHS England. This includes ensuring the robustness of financial systems and designing and developing comprehensive reporting to ensure a full suite of high-quality information is available at service level to support decision making.
- Reporting should be under constant review to ensure it meets best practice guidelines and continues to serve the needs of the organisation.

#### **RESEARCH AND DEVELOPMENT**

- The post holder will work closely with internal and external audit to ensure assessment and constant improvement of key internal processes and reporting of financial systems to ensure significant assurance can be given to the financial control environment.
- The post holder will also develop and implement ad hoc surveys periodically to test how the finance function is meeting the needs of its users.

#### **PHYSICAL SKILLS**

- Standard keyboard skills to support extensive use of a computer.

#### **PHYSICAL EFFORT**

- The post holder will spend long periods of the day in a fixed position sitting at a computer for virtual meetings or in physical meetings. The post holder can move as needed during these meetings.

#### **MENTAL EFFORT**

- The post holder will require occasional prolonged periods of concentration to enable complex and detailed financial tasks to be undertaken, complex documents and presentations to be written and complex financial policy to be read and interpreted. Flexibility is required due to changing priorities and heavy workload can make the working pattern unpredictable.

#### **EMOTIONAL EFFORT**

- There will be some exposure to emotional and distressing situations as part of the line management duties across the range of departments the post holder leads. This will include dealing with staff performance and disciplinary issues but also personal and health and wellbeing issues.
- The post holder will also be required to ask Care Groups and Corporate Directorates to develop plans to reduce budgets which will potentially lead to difficult conversations and conflict.

## WORKING CONDITIONS

- Use VDU more or less continuously.
- Uses keyboard continuously for a substantial proportion of the day.

## 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 (DSE) 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 1:1s / 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

<b>Job Title</b>	Deputy Head of Finance Business Partnering
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Master's degree, or equivalent management experience	E	
Evidence of continuing professional development	E	
Chartered/Certified Qualified Accountant	E	
Expert knowledge of financial accounting procedures, financial and other aspects of legislation and NHS finance policies	E	
Experience & expertise in finance management, strategic and staff leadership roles	E	
Membership of relevant accountancy professional body e.g. CIMA, ACCA, ACA	E	
<b>KNOWLEDGE/SKILLS</b>		
Excellent working understanding of financial and activity infrastructure and data	E	
Knowledge of relevant NHS policy and practice	E	
Excellent working knowledge of presentation of management information in tailored, understandable formats	E	
Excellent analytical and investigatory skills	E	
Excellent leadership/management skills	E	
Excellent change management skills	E	
Comprehensive range of IT skills	E	
Strong understanding of management accounting, financial control, forecasting and reporting	E	
Ability to operate effectively within a complex, politically sensitive NHS environment	E	
Ability to plan, prioritise and manage a broad range of complex and competing priorities	E	
Ability to coach, mentor and inspire team	E	
Highly developed leadership skills	E	
<b>EXPERIENCE</b>		
Significant post-qualification experience working in NHS finance, with a strong focus on business partnering or management accounts	E	
Experience of supporting budget setting, forecasting, year-end and audit processes	E	
Experience of successfully managing a team	E	
Experience of working with NHS (or similar) policies and guidance at a senior level with demonstrable experience of leading and managing complex change projects	E	
Experience in preparing board-level and corporate reports and information	E	
<b>PERSONAL ATTRIBUTES</b>		
Confident and credible communicator at senior level, including in challenging or contentious situations	E	
Able to work collaboratively at a senior level credible in representing the Trust at senior-level external meetings / events	E	
Ability to deliver to tight timescales and under pressure while maintaining accuracy and quality	E	
<b>OTHER REQUIREMENTS</b>		

The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required.	E	
Commitment to financial stewardship and continuous improvement	E	
Maintains confidentiality and professionalism at all times	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m <sup>3</sup> )	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s <sup>2</sup> )	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	N				
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				Y
Emotional Effort	Y		Y		
Working in isolation	N				
Challenging behaviour	N				