

JOB DESCRIPTION

JOB DETAILS

JOB TITLE	Deputy Director of Finance
BAND:	9
HOURS OF WORK:	Full Time (37.5 hours)
LOCATION:	Queen's Hospital;
SPECIALTY/DEPARTMENT:	Finance
ACCOUNTABLE TO:	Director of Finance
RESPONSIBLE TO:	Director of Finance

1. JOB PURPOSE / SUMMARY

The Deputy Director of Finance is accountable to the Director of Finance for providing effective management and leadership of the Finance Directorate and ensuring that the Directorate meets its corporate objectives. Through management of the senior finance team, the postholder is responsible for leading the commissioning and financial planning processes and ensuring that financial reporting and financial management systems and controls are operating effectively and are constantly reviewed and upgraded thus enabling the Trust to meet its financial targets and corporate objectives.

Organisational Position

Director of Finance

Deputy Director of Finance

Financial Controller

Assistant Director of Finance
- Financial Management

Assistant Director of Finance
- Strategy, Planning & Reporting

Department Secretary

2. RELATIONSHIPS

Internal Relationships

Trust Board
Divisional Directors
General Managers
Senior Nurses
Consultant Medical Staff
Other Corporate Directors and Senior Managers, e.g. Directors of Workforce,
Commissioning & IM&T
Head of Turnaround
Senior Finance Team
Internal Audit

External Relationships

NHS London
PCTs
ONEL Acute Commissioning Unit
Specialist Commissioning Groups
Department of Health
External Audit / Audit Commission

3. CLINICAL / OPERATIONAL RESPONSIBILITIES

- Management of the operational functions of the finance department consisting of Financial Management, Financial Strategy, Planning & Reporting, Commissioning and Financial Services.
- To develop, implement and maintain appropriate financial information systems across the Trust to ensure adequate controls are in place.
- To provide reliable and consistent financial information to the Trust's Clinical Divisions and Corporate Directorates.
- To work with the Trust's Clinical Divisions, Corporate Directorates and Turnaround team, to drive improvements in productivity and efficiency to meet annual targets including Financial Recovery in line with the Trust's objectives.

- To act as an autonomous financial practitioner, setting goals and standards to be achieved by Divisions and Directorates to ensure that the Trust is able to meet its legal and financial obligations.
- To communicate highly complex financial arrangements and processes both within and outside of the organisation so as to ensure that the Trust maximises its income streams and facilitates the most appropriate use of resources. This may entail the communication of the need for organisation / service changes and / or reductions to customers, partners, managers and staff.
- To ensure that the Trust's Cash Releasing Efficiency projects are fully integrated with mainstream activities and reconciled to other aspects of the financial control environment.
- To act as Executive Director in the absence of the Director of Finance.
- To ensure that the Trust has strong financial management systems.
- To ensure that the Trust Board, Chief Executive, Executive Director of Finance and Executive Team are provided with financial performance statements and reports as required, ensuring all financial risks are quantified and have appropriate contingency plans.
- To ensure that the Trust Board, Audit Committee and Finance Committee are provided with reports, financial models and business cases as necessary to discharge their duties.
- To work with the Head of Turnaround to ensure that detailed structured financial recovery plans are in place for incorporation within the overall Trust annual, medium and long term financial plans.
- To ensure that Trust budgets are produced in line with agreed processes, in order that Trust Board sign-off can be achieved and to maintain a budgetary control system to ensure achievement of Trust objectives.
- To lead the commissioning process for the Trust, including:
 - Ensure healthcare contracts are agreed with commissioners (PCTs and specialist commissioners), in liaison with the Planning and Delivery Directorate and in accordance with national and local guidance
 - Ensure contracts are priced in accordance with national tariff rules and/or agree local non-PbR prices

- Assess the impact of changes in the national tariff and activity levels
 - Ensure commissioners are provided with monthly invoices for chargeable activity, together with supporting patient activity information as specified by the agreed contract
 - To assess and respond to PCT challenges to billed activity
 - To attend meetings of Co-commissioning Group, Operational Group and other commissioning meetings as required
 - To advise the Director of Finance on all commissioning issues
 - Establish and maintain a framework and process for the agreement of service level agreements across the Trust
 - Liaison with the Directorate of Planning & Delivery regarding contracting for tendered services
- To take overall responsibility for:
 1. The annual budget setting arrangements and budget monitoring.
 2. Developing and maintaining strong links with internal audit and external audit.
 3. Considering the financial implications of the Trust's capital programme.
 4. To lead on the development of Service Line Reporting.
 - To ensure that the Trust has robust arrangements in place to secure improving ALE scores in the annual assessment process and a strong fundamental financial control environment.
 - To co-ordinate all team/individual directorate staff performance improvement and team building activities.
 - To ensure that all directorate staff have a meaningful appraisal/personal development plan that includes feedback to the individual from a selection of internal customers and team members.
 - Overall responsibility for recruitment, appraisal and development of Finance staff.
 - Line management of the Financial Controller, Assistant Director of Finance – Financial Management and Assistant Director of Finance – Strategy, Planning & Reporting.

- Responsible for managing the revenue budget of the Finance Directorate

4. POLICY, SERVICE, ORGANISATIONAL AND PROFESSIONAL RESPONSIBILITIES

- To take a lead role in ensuring high standards of financial governance throughout the Trust.
- Development of financial policy and strategy in line with the overall framework identified by the Executive Director of Finance, ensuring all systems, policies and procedures are in place.
- To lead on the development of plans to achieve a sustainable financial base for the Trust, including meeting Challenge Trust Board and Foundation Trust requirements.
- Development of best in class financial reporting, forecasting, projections and business modelling tools.
- To take a lead role in ensuring high standards of financial governance throughout the Trust.
- To lead on the design and implementation of complex and robust audits of financial and accounting practices within the organisation.
- To demonstrate a commitment to continuing professional Development.
- To set high standards of performance for the organisation and involve Finance Directorate staff in the work of other directorate management teams to deliver shared goals.
- To promote multi-disciplinary team working by creating the environment and resources that enable teams to identify real issues and create innovative solutions to problems.
- To ensure strong professional leadership of the finance function, promoting the highest possible professional standards throughout the Directorate.
- To work with a significant level of independence and decision-making, using a high degree of initiative and discretion. Use of analytical and judgemental skills are of major importance.

- The postholder will be expected to undertake detailed analysis of complex financial information that will frequently entail periods of prolonged concentration on large documents, spreadsheets and reports.

5. GENERAL

The post will be required to perform any other duties as required, commensurate with the grade and nature of this post.

6. PERSONAL DEVELOPMENT

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

Mandatory Trust Responsibilities

AMENDING THE JOB DESCRIPTION: This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

CONFIDENTIALITY: The postholder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with "Caldicott principles".

DATA PROTECTION: The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

POLICIES and PROCEDURES: The postholder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of the Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

GENERAL: The postholder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As the Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

HEALTH AND SAFETY: Employees must be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

INFECTION CONTROL: Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE)

EQUAL OPPORTUNITIES POLICY: The Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by the Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Date: October 2009
09/122a

PERSON SPECIFICATION

**JOB TITLE: DEPUTY DIRECTOR OF FINANCE
BAND: 9**

	Essential criteria	Desirable criteria
Education/Qualifications	Good level of education, including qualifications in Maths and English CCAB Qualified Accountants, e.g. ACCA, CIPFA, CIMA Evidence of continuing professional development	

<p>Skills and Abilities</p>	<p>Highly effective leadership, interpersonal, influencing and change management skills.</p> <p>Environmental and political awareness</p> <p>High quality business and service planning skills</p> <p>Excellent written and verbal communications</p> <p>Excellent presentational skills, including public speaking to large audiences.</p> <p>Excellent analytical and numeracy skills</p> <p>Excellent negotiating skills</p> <p>Robust, with experience of being able to balance competing priorities and met personal and Corporate targets within a demanding workload</p> <p>Courage to challenge the status quo and follow through change.</p> <p>Ability to deal with people at all levels to guide, support and counsel on highly complex and contentious issues.</p> <p>Able to interpret/analyse complex financial and statistical data and report on it.</p> <p>Able to understand complex financial accounting systems and processes</p>	
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Experience	<p>Minimum 10 years financial management experience, to include Board level exposure and a minimum of 5 years at senior management/ Deputy Director level in a large, complex, result driven organisation.</p> <p>Experience of leading on financial performance management arrangements across a large, complex organisation.</p> <p>Experience of managing a large finance department and budget.</p> <p>Experience of partnership working at a senior level.</p> <p>Experience of disseminating work through presentations or publications.</p> <p>Experience and a detailed understanding of the delivery of financial recovery plan programmes.</p>	
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<p>Knowledge</p>	<p>A detailed understanding of national guidance on NHS financial funding, policies and legislation.</p> <p>Demonstrate an excellent understanding of accountancy and financial management principles</p> <p>Demonstrate an understanding of wider NHS and London planning and policy issues</p> <p>An understanding of the provision and delivery of healthcare services and the Government's strategy and plans for modernising healthcare.</p> <p>Thorough knowledge of the structure, functions, culture and values of the National Health Service and its inter-relationship with other agencies.</p> <p>A sound understanding of national policy and guidance on commissioning and Payment by Results</p>	<p>An understanding of the Foundation Trust financial regime.</p>
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<p>Other</p>	<p>Must be able to travel across sites</p>
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October 2009

09/122a

[Barking Havering & Redbridge University Hospitals NHS Trust is a major health organisation with income of circa £400m per annum. We need to enhance our financial control and to this end we are looking for a dynamic Financial Controller who will be a key player to our future development. The Challenge facing the Trust to improve its financial control is significant, and the grading of this post reflects our desire to appoint a high performing applicant](#)

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JOB SUMMARY

In conjunction with the Deputy and Assistant Directors of Finance, manage the Finance Department; deliver the Trust financial duties and statutory accounts and returns.

Deputise for the Deputy Director of Finance on financial matters when required

Chief Finance Manager level post that manages part of the finance dept, provides financial advice and support to the Trust Executives and senior managers

Lead, motivate, develop and performance manage the Finance Team and provide the necessary support for success.

Responsible for the day to day management of financial services including bought ledger, financial and capital accounting, income, credit control, Accounts Payable, Accounts Receivable and other financial controls. Treasury management and Trust funds, statutory accounts and audit. Management of the paymaster function and transaction processing SLA's.

A graduate and CCAB qualified accountant, you will join us from a comparable senior level position in the public sector. Familiarity with the Health Service would be a significant advantage, but essentially, you should bring a track record of success at a senior financial management level giving you demonstrable advantage in supporting the Trust.

You must have:

- 1 Excellent organisational and management skills
- 2 Experience of Financial Accounting & Production of statutory accounts
- 3 Experience of managing a financial services function

Informal enquiries to:

David Wragg, Director of Finance on 01708 435346
david.wragg@bhrhospitals.nhs.uk

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