

JOB DESCRIPTION

**JOB DETAILS**

JOB TITLE	Financial Controller
GRADE/BAND:	Band 8c
HOURS OF WORK:	Full Time
LOCATION:	Queen's Hospital, Romford
SPECIALTY/DEPARTMENT:	Finance
ACCOUNTABLE TO:	Director of Finance
RESPONSIBLE TO:	Deputy Director of Finance

**1. JOB PURPOSE**

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

**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**

All finance staff in the department, Board Members Executive Directors, Non Executive Directors, Divisional Directors and Managers and Budget managers

### **External Relationships**

Senior Finance staff and colleagues in the Department of Health, Strategic Health Authorities and PCTs, Internal & External Auditors.

## **3. JOB SUMMARY**

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.

## **4. OPERATIONAL RESPONSIBILITIES**

To provide and develop accurate, timely and relevant financial reports and information on the Trust's current and future year's financial positions including balance sheet, cash-flow, relevant financial performance ratios, capital expenditure against programme and investment returns. This will involve liaison with the Deputy and Assistant Finance Directors to ensure the reconciliation of financial and management accounting information. Preparation of Trust financial returns and year-end accounts for NHS London and the Department of Health.

Responsible for professional and non-professional training and development within the Directorate. Prepare and deliver training to clinical and non-clinical staff on financial issues in the NHS.

Lead the preparation of the Trust's Capital Programme. Manage the capital programme to meet the Trust CRL. Target the capital spend to meet the Trust priorities. Create reserves for transfers from revenue in line with strategic plans.

Budget management to ensure that optimum use is made of available resources.

Manage the Capital budget and meet the Capital Resource Limit of the Trust.

Manage the Trust's cash and meet the Trust External Financing Limit.

Responsible for the recruitment of staff managed and the operation of an effective training and development programme for these staff.

Review and replace financial and related IT systems to maximise efficiency within the department.

## **5. POLICY, SERVICE, ORGANISATIONAL AND PROFESSIONAL RESPONSIBILITIES**

Responsible for the day to day management of financial services including bought ledger, financial and capital accounting, income and credit control, treasury management and Trust Funds.

Responsible for the production of annual statutory accounts, including Trust Funds, in accordance with accepted accounting policies, Financial Reporting Standards and Standard Statements of Accounting Practice and to meet Department of Health requirements.

Responsible for the maintenance of the capital asset register and record of Capital Charges; effective lines of communication and joint working with the Estates Directorate in relation to the asset inventory generally.

Responsible for the maintenance and development of the Charitable Fund accounting system to ensure that fund manager's requirements are met and that accurate, timely, and regular reports on the financial position are produced. Responsible for the existence of sound financial systems and procedures, for the complete accurate and efficient recording of financial transactions and there adherence thereto.

Manage the documentation of systems and procedures, their maintenance and revision as appropriate in the light of developments.

Manage the maintenance of appropriate books of accounting and supporting records to best professional practice and to meet any specific accounting requirements laid down by the NHSE.

Responsible for maintaining cost effective banking facilities and the principal point of contact with the Bankers on day to day matters.

Manage the paymaster service SLA to ensure the prompt and accurate payment of staff and suppliers, in accordance with public sector payment policies.

Maintain effective credit control to ensure that all income due is received promptly. Approve debt write offs, e.g. Patient and staff debts.

Responsible for ensuring that the Trust accounts correctly for VAT and other transaction requirements.

Negotiate and agree brokerage requirements with the Department of Health and Strategic Health Authority. Manage cash to meet the Trust EFL. Implement cash management controls and forecasts to maximise use of cash resources.

Responsible for designated aspects of the Trust's Corporate Governance strategy and to ensure compliance with Corporate Assurance Statements, involving the development of existing internal financial controls.

With the Associate Director of Estates, implement a Trust Procurement Strategy and develop existing practices and procedures, e.g. tendering and quotations, Standing Orders and Supply stream information technology for requisitioning.

Ensure that there is effective liaison with external and internal auditors in relation to all financial accounting matters.

Support the Audit Committee and act as the Trust's lead in the co-ordination of manager's responses to audit reports.

Responsible for the review and redrafting of Standing Orders, Standing Financial Instructions and Scheme of Delegation; approval of changes by the Audit Committee and adoption by the Board.

Continuously review and research options to achieve financial balance of the Trust.

Design and implement strategies to deliver the Trust financial duties. Interpret Accounting Standards and UK GAAP to ensure optimum adoption for the Trust.

Review methods of working to improve financial reporting throughout the Trust.

Interpret NHS strategy and developments as appropriate and ensure the Department develops and delivers as necessary.

## 6. GENERAL

Post-holder required to use their professional acumen when reviewing business cases, financial forecasts, financial data, preparing financial returns, writing reports and attending meetings.

Management of staff within own area, including performance and disciplinary issues, and presenting reorganisational and restructuring plans to staff.

## 7. 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:** It is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post-holder. This will be done in consultation with the post-holder and it is hoped that agreement can be reached to any reasonable changes.

**CONFIDENTIALITY:** The post-holder 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 post-holder must respect patient named confidentiality in keeping with "Caldicott principles".

**DATA PROTECTION:** The post-holder 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 post-holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The post-holder 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 post-holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The post-holder 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 post-holder. As the Trust develops, the requirements of the job may change and the post-holder 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

**Person Specification**

**Post Title:** Financial Controller

**Grade:** 8C

**Directorate:** Finance

**Review Date (Reviewed Oct 2009)**

<b>Selection Criteria</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Means of Assessment</b>
<b>EDUCATION/ QUALIFICATIONS</b>	CCAB qualified. 10+ years PQE in relevant areas. CPD undertaken	MBA or DMS	
<b>SKILLS/ ABILITIES</b>	Experience in computerised accounting system Excellent organisational and management skills Ability to work methodically and meet deadlines Strong analytical skills Accurate with attention to detail Good written and oral communication skills Experienced Excel abilities and word processing Presentation skills to deliver financial training to staff throughout the organisation.	NHS / large organisation accounting framework	
<b>EXPERIENCE</b>	Financial Accounting Production of statutory accounts Technical accounting issues Staff management Implementation of financial systems and controls Management of internal / external auditors Managing a financial services function	NHS accounting	
<b>PERSONAL QUALITIES</b>	Leadership skills Ability to work under pressure Displays initiative Innovative		

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

## **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 are required to 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:**

Alan Davies, Head of Financial Operations on 01708 435426

[alan.davies@bhrhospitals.nhs.uk](mailto:alan.davies@bhrhospitals.nhs.uk)