

**Site Director of Finance
(Princess Royal University Hospital and Associated Sites)**

JOB DESCRIPTION AND PERSON SPECIFICATION

April 2024

ROLE DESCRIPTION

Job Title:	Site Director of Finance
Location:	Princess Royal University Hospital, Part of King's College Hospital NHS Foundation Trust
Band:	Band 9
Responsible to:	Site Chief Executive for Princess Royal University Hospital and Associated Sites
Professionally accountable to:	Deputy Chief Financial Officer

Background

The Princess Royal University Hospital (PRUH) is based in the London Borough of Bromley and additionally manages services at Orpington Hospital, Beckenham Beacon and Queen Mary's Hospital, Sidcup. The PRUH employs approximately 3500 people.

Reporting to the Site Chief Executive, the Site Director of Finance is a key member of the Site executive team and as such has shared accountability for the hospital meeting its strategic, operational, and financial objectives.

One Bromley

Health and social care providers are working together with the voluntary sector to provide more joined up and improved care for people who live in the London Borough of Bromley. The name of this joined up care partnership is One Bromley. The PRUH is one of the leading partners of One Bromley and is committed to providing seamless and personalised care to the residents of Bromley.

Job Summary

Reporting to the Site Chief Executive and technically professionally accountable to the Deputy Chief Financial Officer, the Site Director of Finance is accountable for strategic and operational financial Business Partnering for the Princess Royal University Hospital and associated sites (PRUH).

The role provides an interface between Finance and Operations, providing expert accounting and business knowledge, strategic financial and business planning expertise, analytical support and clear presentation of financial and business information to clinical and non-clinical colleagues to drive sound financial decision-making.

As a key part of the Site Executive Team, the post holder will constructively and positively build and challenge all aspects of the Site's financial, operational and business performance.

The post holder will be professionally accountable to the Deputy Chief Financial Officer for the Business Partnering team's adherence to Trust financial policies and procedures, statutory requirements and requirements from Department of Health and NHSE. The Site Director of Finance will be accountable for interpreting changes in government policy and assessing the financial impact of these changes on the finances of the Site and the wider Trust. The Site Director of Finance will propose and implement changes to Trust policy as appropriate, ensuring that policies and procedures are developed and implemented in line with Trust requirements.

The post holder will be a dynamic and pro-active individual who is confident in challenging senior stakeholders and has the ability to communicate at sub Board level. The role requires the post holder to educate and constructively challenge the Site Executive Team on its financial performance and lead on the development and delivery of recovery initiatives where the Site deviates from plan.

The post holder will also be responsible for developing and implementing Trust financial governance arrangements within the Site, acting as the conduit between the central finance team and the Site, ensuring budget holders are aware of the budget responsibilities and receive the necessary information from across the finance function to act on their responsibilities.

The post holder will have line management responsibility for the Site finance business partnering team. This takes into account all aspects of staff development, training, appraisals, 1:1's, support and coaching.

The post holder must have a recognised CCAB or equivalent qualification, and have significant experience in senior roles within finance and be fully committed to Continuous Professional Development.

In providing specialist financial expertise and leadership to the business there is a constant requirement for the post holder to exercise intense concentration and sustained mental effort in order to analyse, understand, retain and convey information. There is a frequent need for the post holder to re-prioritise workloads according to the demands of stakeholders and to meet financial deadlines.

Key Working Relationships

<p>Internal:</p> <ul style="list-style-type: none"> • Site Chief Executive • Site Director of Operations • Head of Performance and Planning • Other members of the Site executive • Corporate Finance colleagues • Chief Nurse & Executive Director of Midwifery and deputies • Heads of Nursing, Matrons, Ward Managers and Clinical Nurse Specialists • Executive Directors • Care group management teams • BIU Team • Other Business Partners • Financial MI and Analysis Team 	<p>External:</p> <ul style="list-style-type: none"> • NHS England • Department of Health and Social Care • Senior Finance Staff of NHS Trusts
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Main Duties and Responsibilities - Finance & Business Planning

- To lead the development of an integrated income, expenditure, workforce, activity and capacity plan for the Site. This will include planning for Financial Risk Ratings, Key Performance Indicators and Override Factors prescribed within the Financial Compliance Framework.
- To challenge the Site executive team's assumptions and plans to ensure that they are aligned to the Trust's strategy and overall financial situation and financial recovery agenda.
- To ensure that datasets required for the production of the plan are uploaded accurately within the Trust's financial planning system.
- To prepare detailed bridging statements reconciling year on year performance and validating key movements.

- To maintain a detailed schedule of “normalising adjustments” to ensure the underlying trend analysis and year on year comparison can be clearly reported.
- To identify financial risks and produce a downside financial plan and identify mitigations.
- To lead the development of activity based costing as the basis for planning direct cost budgets and forecasts.
- To lead finance meetings with Executive Directors and/or external organisations, providing financial advice and support as required.
- To liaise and maintain good working relationships with all departments and appropriate external agencies.
- To create and maintain a robust oversight meeting structure at both Site and Care Group level to provide appropriate fora for review, assurance, communication and remedial action planning.

Reporting

- Take responsibility for Site and reporting, pulling financial information from across the finance function to provide a clear narrative and understanding of what is driving the financial position and what corrective actions need to be taken.
- To manage information systems and ensure that workforce, budgetary information and forecasting information are up to date and accurate.
- To undertake a comprehensive analytical review of monthly, quarterly and annual historical and forecast reports to ensure the veracity of information and highlight and substantiate key issues.
- To provide an executive reporting pack for Site Executive Board and Trust Committees to ensure that key financial issues are clearly and professionally presented in a format which is tailored to the recipients.
- Develop a collaborative and visual style of presenting financial and business information to executive colleagues.
- To take responsibility for developing a robust forecast which reflects the Site’s operational, workforce and financial trajectories. The forecast should include worked up recovery actions to mitigate year to date and forecasted deviations from plan.

Productivity and Efficiency

- To lead the planning and reporting of the Cost Improvement Programme (CIP) for the Site.
- To reconcile CIP delivery with year-on-year comparisons and distinguish between cost avoidance, cost reduction, income generation and increased use of capacity.
- To develop and maintain benchmark information.
- To promote a culture of innovation and productivity and discourage an incremental and budget focused approach for CIP planning.
- To identify areas of deviation from the financial plan and lead on initiatives to recovery the financial position pulling on resources from within the central finance and recovery teams where required.

Expert Advice & Training

- To provide expert advice to the Site on any change in local or external policy, legislative changes or opportunities and risks that may have an impact on the Site’s financial performance.
- To research and network effectively to ensure the post holder’s knowledge and awareness of the impact of local and external policy changes and opportunities and risks is maximised.
- To work with the Head of Continuous Improvement and other teams within the finance function to identify areas of improvement and ‘problem solve’ solutions. As the main interface

between the finance function and the Site the post holder will also head up the design authority steering group to approve changes to core processes.

- To propose and develop changes to Trust policy.
- To actively contribute to the Trust's financial management training programme for non-finance staff including the design of training material and facilitation and presentation at training events.

Clinical Engagement

- To promote a modern and collaborative approach to engaging clinicians in financial management.
- To work collaboratively with clinicians to support the development of effective and efficient clinical pathways.

Decision Support

- To provide policy advice to the business to ensure an evidence-based approach to business decisions.
- To lead the development of business cases for Finance and Investment Committee where the level of investment exceeds the delegated limit for the Site.
- To ensure business cases have an objective method of measuring benefits and lead a systematic approach to reporting and supporting delivery expected benefits.

Income

- To maximise income receivable to the Site by:
 - Providing expert advice and training on Payment by Results.
 - Working with the Deputy Chief Financial Officer to ensure Service Level Agreements are in place for all non-NHS Clinical Income and prices are regularly reviewed and updated.
 - Minimising income lost through poor data capture, incorrect coding and pricing and contractual penalties through effective reporting.

People Management and Performance

- Lead, coach and manage the performance of the team in line with good people management practices. Ensuring excellence is recognised and underperformance is addressed.
- Participate in regular performance appraisal meetings and ensure each member of the team has a clear set of objectives and development plans.
- Ensure the team is compliant with all mandatory training together with any professional training requirements, ensuring they are up to date and fully compliant.
- Manage team attendance and absence in line with Trust policy ensuring the appropriate return to work meetings occur, e-roster is updated and productivity is at keep to the highest possible level.
- Identify and fill vacancies that arise within the team in line with the Trust's recruitment policy and process.
- Identify talent and support the internal talent management process in order attract and retain and succession plan for your people.
- Review skills mix at regular intervals in order to identify any potential opportunities to maximise resource utilisation / allocation, ensuring job descriptions are kept up to date.
- Ensure overall wellbeing of the team is maintained. Continuously support in improving the morale of the team and implementing a culture of zero-tolerance for bullying and harassment.
- To manage and develop the Finance function as part of the Senior Leadership Team, to develop a common sense of identity, priority and direction.

Other

- To present financial and business information to a variety of stakeholder groups.
- To undertake all mandatory training in line with Trust policies and procedures.
- To take personal responsibility for own professional development.
- To maintain own professional competence and credibility.
- To adhere to relevant professional code at all times.
- To provide cover for the Deputy CFO and senior colleagues as appropriate, with agreement of the Site Chief Executive.
- To assist in producing ad hoc reports and in project work.
- To undertake any other duties requested as appropriate to the banding.

GENERAL

- Participate in the senior manager on-call rota.
- The post holder has a general duty of care for their own health, safety and well-being and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountability associated with this post.
- To observe the rules, policies and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
- To observe and maintain strict confidentiality of personal information relating to patients and staff.
- To be responsible, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.
- The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.
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PERSON SPECIFICATION

Site Director of Finance – Band 9

	Essential	Desirable
Education and Qualifications		
• CCAB qualified accountant with significant post qualification experience in financial leadership roles.	X	
• Masters in financial or business discipline or equivalent experience and training	X	
• Evidence of recent CPD including specialist training and experience relating to NHS finance as well as national accounting standards.	X	
• IT Literate – spreadsheets, databases, pivot tables, ECDL or equivalent.	X	
Knowledge and Experience		
• Significant post-qualification experience in a strategic finance leadership in a large complex organisation.	X	
• Financial modelling and translating complex data from various systems into clear and comprehensive financial model.	X	
• Experience of working with computerised financial systems.	X	
• Business case appraisal.	X	
• Significant experience working within senior management.	X	
• Experience of managing a team including objective setting, performance reviews and performance management.	X	
• Experience of implementing change.	X	
• Experience of working with multiple stakeholders with conflicting priorities.	X	
• Experience and knowledge of the NHS including the financial and political agenda.		X
Skills and Competencies		
• Accounting skills including financial analysis, planning and option appraisal.	X	
• Advanced keyboard and MS Office skills.	X	
• Good level of analytical skills, including analysis of data using Excel / related tools.	X	
• Clarity of expression – verbal and written.	X	
• Ability to write clear and concise reports on extremely complex financial and business issues to board level.	X	
• Highly developed influencing and negotiation skills, which need to overcome significant barriers to acceptance.	X	
• Ability to build effective working relationships with key stakeholders at all levels in the organisation	X	
• Ability to present to wide range of audiences on complex financial and business issues.	X	
• Ability to solve complex and multi-dimensional issues.	X	
• Ability to react quickly where decisions are required urgently	X	
• Ability to work with competing priorities to meet tight deadlines for self and team.	X	
• Ability to work autonomously and make complex decisions independently	X	
• Ability to reflect on own performance and recognise areas of development	X	
• Understanding of the changing NHS environment and its implications for service delivery.		X