

## Job Description

Job title:	Head of Finance – Strategic and Transactional Finance
Division:	Finance
Board/corporate function:	Corporate Functions
Salary band:	Agenda For Change Band 9
Responsible to:	Deputy CFO
Accountable to:	Deputy CEO/CFO
Hours per week:	37.5 per week
Location:	Finance Department, 250 Euston Road

### University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing and Grafton Way Building)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospital at Westmoreland Street
- Institute of Sport, Exercise and Health

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

We are committed to sustainability and have pledged to become a carbon net zero health service, embedding sustainable practice throughout UCLH. We have set an ambitious target of net zero for our direct emissions by 2031 and indirect emissions by 2040

## UCLH Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

### We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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### We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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### We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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### We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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## Equality, Diversity, and Inclusion at UCLH

At UCLH, we take equality of opportunity seriously and are committed to being a diverse and inclusive employer, with a culture that creates a real sense of belonging and trust. Respect, inclusion and sensitivity are hallmarks of quality of our care. That is why it is our fundamental aim, to recruit, retain and promote a diverse mix of people from all backgrounds, cultures, and perspectives, who are representative of our local communities to support our world class research, innovation, and creativity. We are proud to have 5 different networks that are owned and led by our staff which give a voice to all our staff to feed up to leadership of the organisation, including the Trust board, thus creating a sense of community and support and help drive cultural change to become a more inclusive organisation.

Our staff networks are:

- Black, Asian and Minority Ethnic (BAME) Network
- Lesbian, Gay, Bisexual Transgender, Queer, Intersex and Asexual (LGBTQIA+)
- Women's
- Disability Network
- Mental Health Network

## Department / Division

The **Finance Division** includes Financial Accounting, Financial Systems (inc. payroll, pensions and treasury), Accounts Payable and Accounts receivable. The Division provides expert advice and service for the clinical boards, non-clinical boards, the Trust headquarters, the CEO and Senior Directors' Team.

**Corporate Functions** incorporates the Directorates of Finance, Workforce, Strategic Development, Chief Nurse, Corporate Services, Capital Investment, Facilities, Performance & Partnerships, ICT, Education & Training, Quality & Safety and Research & Development.

## Job Purpose

The HoF – Strategic and Transactional Finance is a key member of the Trust's leadership team and will work with senior leaders and Board members across the organisation and beyond.

The postholder will promote and support business decision making within the Trust and will provide leadership to all aspects of financial support, analysis, modelling and business cases associated with strategic projects. The postholder will work with others across the finance leadership team and the organisation to develop the long term financial plan and financial strategy to support the financial sustainability of the Trust and the wider integrated care system.

The postholder is responsible for delivering all aspects of the Trust's financial accounting and transactional finance services and delivering monthly, quarterly and annual financial accounts to the highest professional standards as well as ensuring the smooth operation of the transactional finance teams and an efficient compliance regime across the finance function and wider Trust.

The postholder will also hold a leadership role for finance staff development, including promoting equality, diversity and inclusion across the finance team.

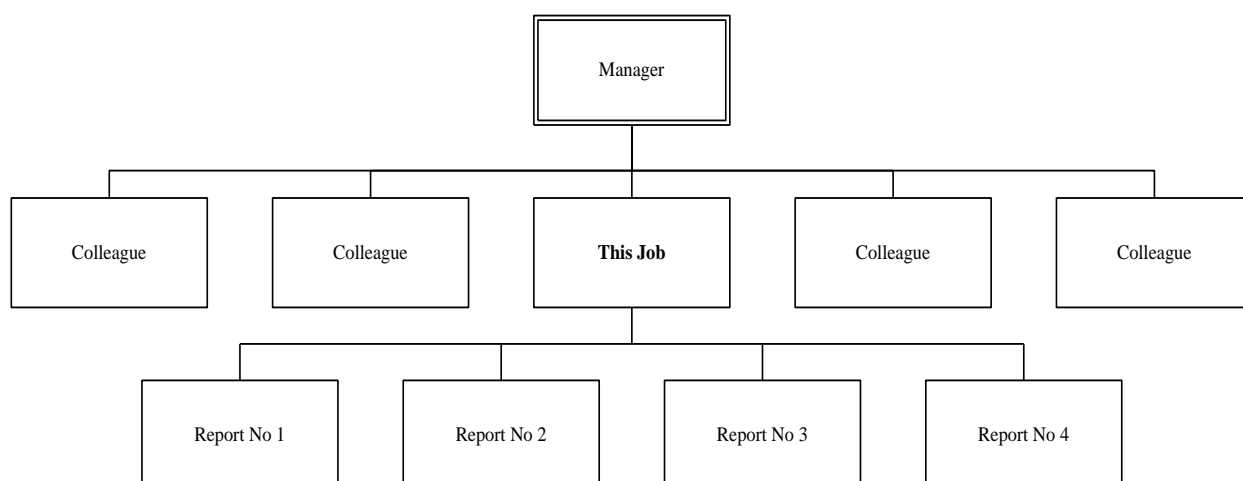
## Key Working Relationships

Key stakeholders will be:

- Other Heads of finance,
- Strategy and Capital Project teams,
- Medical Directors and the wider Board of Directors
- Senior Directors' Team
- ICB finance function

The postholder will have several direct reports, and will also be responsible for the strategic Finance team and the transactional finance teams (accounts payable, accounts receivable, treasury, systems and payroll); additionally substantial liaison will be required with Audit committee Chair, Internal Audit, Local Counter Fraud, External Audit, VAT advisors and Valuation office agency.

It is usually best to draw the organisation chart with the manager in the centre at the top, the job in question immediately below with peers on either side. Jobs which report to the job holder should then be shown below



## Key Results Areas

Key result areas are as follows:

- Strategic Finance
  - Lead on continuous development and implementation of long term financial planning and modelling for the Trust to ensure ongoing financial sustainability and provide excellent financial support for strategic initiatives
  - Lead on and embed strong financial governance processes to support business decision making across the Trust for all strategic initiatives
  - Working with the Director of Strategy, from a financial perspective lead on all aspects of capital planning and delivery of the capital plan including linking with the ICB for NCL/hosted projects
- Operational Finance
  - Delivery of annual accounts production to timetable and highest quality standards
  - Oversight of high quality monthly and quarterly balance sheet reviews and balance sheet control processes including cash management
  - Ensure the smooth operation of transactional finance and continuous improvement of those functions and their interaction within the Trust
  - Deliver an exception reporting-based compliance regime within finance.
  - Identify and implement agreed improvements to systems and processes within finance
- Finance Leadership
  - As finance leadership team lead for staff development ensure development programme for all finance staff is in place and embed a culture of staff development and improvement

## Main Duties and Responsibilities

### Strategic Finance

- Long term planning & Strategic initiatives
  - Lead on and co-ordinate longer term financial planning for the Trust, consolidating strategic initiatives and identifying the impact for the transformation and efficiency agenda to support the ongoing financial sustainability of the Trust and plans for reliable and sustainable funding for all strategic projects and developments



- Lead on development and ongoing maintenance of a high quality and fit-for-purpose long term financial model
- To provide high quality independent financial analysis, including sensitivity and risk analysis as appropriate, in support of all major investment decisions to be made by the Trust, or other business cases the team is asked to advise on, maintaining high standards of openness and transparency and ensuring there is clarity and strong accountability for delivery and implementation of approved business cases
- To work with the Heads of Finance and Medical Directors of the clinical boards to ensure that financial requirements of strategic projects and working with partners are understood, discussed, agreed and met, and work with these teams to develop service models associated with strategic developments
- To provide financial leadership to the relationship between the Trust and the independent UCLH Charity and other charities that support UCLH, including leading the evaluation of bids for charitable funds and strategic financial planning of charitable funding.
- Liaise with UCLH charity and UCL as required in relation to charitable and grant funded projects
- To manage and procure external consultants assisting with a variety of projects - including financial consultants, lawyers and taxation advisers
- Financial link for Trust wide sustainability group
- Capital Planning
  - To co-ordinate and lead the overall capital planning and prioritisation process across all areas of the trust, working closely with the Director of Strategy, ensuring openness and transparency in prioritisation of the capital plan
  - To ensure strong financial control and governance in relation to capital and strategic projects and programmes
  - To establish structured financial review meetings for major projects and manage all aspects of meeting arrangements
- Governance
  - To take responsibility for the Trust's Investment Policy. This will involve establishing clear roles and responsibilities and providing effective training to a wide group of individuals involved in the preparation of investment business cases
  - To lead on the governance framework for improved business decision making across the Trust including supporting/advising on robust business cases development and implementing a robust process for business case submission, evaluation and post project review as appropriate
  - Monitor and oversee hosted strategic projects as required

## Operational Finance

- Accounting
  - Ensure compliance with monthly, quarterly and annual closedown timetables, both at summary and detailed levels, in conjunction with the corporate management accounts reporting function
  - Review and ensure integrity and correctness of main areas in the balance sheet that require judgement to be made, including provisions, accruals, deferred income and prepayments
  - Work with financial management teams to ensure strong balance sheet controls and discipline

- Lead the cash forecasting process, drawing in information from other areas of finance where relevant
- Liaise with internal audit and local counter fraud to ensure that all relevant audits achieve substantial assurance
- Liaise with external audit, providing quality working papers to support audit, and ensuring excellent communication and resolution of issues at all times
- Responsibility for developing policy and procedures in the areas of financial services, which will impact across the whole organisation working jointly with other organisations to create a consistent approach and implementing national policies and practices where required
- Review and advise on periodic changes to the Trust Standing Financial Instructions.
- Through a continuous improvement approach, further develop and strengthen financial processes and controls, working collaboratively with other teams within the finance function and beyond
- Balance Sheet Reviews
  - Responsible to Deputy CFO for the integrity of the balance sheet
  - Manage quarterly closure of the balance sheet
  - Oversight of the production of quality reviews and reports on a monthly basis
  - Support the development of the Trust's strategy in relation to financing, balance sheet and cash
- Annual Accounts
  - Review accounting standards and maintain accounting policies and notes to the accounts through quarterly close
  - Ensure the Trust's accounts are produced to timetable
  - Coordinate financial elements of the Annual Report
- Transactional Finance
  - Manage the Accounts Payable, Accounts Receivable, Payroll and Systems teams, and ensure service delivered in line with agreed KPIs
  - Liaise with Management Accounts to maintain focus on billing and cash collection
  - Provide strong leadership to all transactional teams, focussing on improving processes and efficiency, supporting and developing staff, and working collaboratively with partner organisations across the integrated care system
- Treasury
  - Manage the Treasury team
  - Maintain policies on cash management and banking procedures
  - Ensure compliance in cash management processes including BACS, CHAPS, income allocation and other ad-hoc cash transactions

## *Staff Development and Leadership*

- Act as lead for staff development, to support and drive projects to further improve the development programme for all finance staff and linking into local (ICS) and national finance development programmes (e.g. via London finance academy and One NHS Finance).
- Support delivery of Future Focussed Finance (FFF) accreditation (level 2)
- As part of the finance leadership team take active responsibility for the professional and personal development of all finance staff across the breadth and promote professional standards and attitudes throughout the finance function.

- Contribute to the drafting of, and delivering, a monthly finance team brief via a team meeting or as otherwise agreed

## Professional and line Management

- To lead a team of senior finance staff and manage, motivate and develop staff so as to maintain the highest level of staff morale and to create a climate within the trust characterised by high technical and professional standards and transparency.
- Ensure that staff have agreed objectives; and that all staff receive a full year appraisal and take responsibility for the overall development of those staff reporting to this post
- Performance management, recruitment and development of finance staff, and managing disciplinary and capability issues. Manage sickness absence and maintain returns
- To ensure the contributions and perspectives of all staff are heard, valued and used to influence management decision making
- To be a role model and promote the organisation's values and vision; promoting a positive culture for finance that actively encourages the success and achievements of the team and its collaborative partners within and external to the organisation;

## Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances.

You will be expected to actively participate in annual appraisals and seek to implement our Equality, Diversity and Inclusion Policy and the objective to promote equality of opportunity in relation to the duties of the post. Objectives will be set, that your performance will be monitored against in conjunction with your manager.

## Sustainability at UCLH

You will be required to demonstrate a personal commitment to the Trust's Net Zero Strategy and to take personal responsibility for carrying-out your work duties in a way which is compliant with this strategy.

## Person Specification

Requirements	Essential	Desirable	Assessment Criteria			
			A	I	R	T/P
<b>Knowledge and Qualifications</b> CCAB qualified demonstrating substantial post-qualification experience, and evidence of continuing professional development.	E		X			
Degree at 2:1 or equivalent tertiary qualification or exceptional, relevant work experience	E		X			
Expert knowledge of financial management in a healthcare or similarly complex environment,	E		X	X		X
Expert knowledge of the implications of the changing financial regime in the NHS.		D		X		
Expert knowledge of UK GAAP and IFRS, including finance lease and PFI accounting, and their application to NHS Foundation Trusts.	E			X		
<b>Experience</b> Substantial relevant proven financial experience in different complex organisations, at a senior level	E		X	X		X
Proven experience of working and contributing effectively at Board level	E		X	X		
Experience of successfully achieving objectives and negotiating solutions in pressurised situations where others have conflicting objectives.		D		X		
	E		X	X		



Experience of working strategically in an NHS Trust or other complex organisation		D		X		
Experience of managing complex change projects involving people, processes and technology	E			X		X
Evidence of working across a range of organisations including external stakeholders to achieve significant change	E			X		
Leadership experience in financial modelling, complex financial transactions and strategic projects						
<b>Skills and Abilities</b>						
<i>Quality and service improvement</i> Ability to deliver on service improvement initiatives	E			X		
Ability to successfully deliver projects within the required timescale, with an emphasis on change management	E		X	X		
<i>Information processing</i> Ability to analyse complex financial and performance data supported by attention to detail and draw appropriate conclusions. With the ability to make good quality judgements and decisions	E			X		
Proficient in use of current business software (e.g. Microsoft Office) and able to apply this to the development of complex financial models.	E		X	X		
High level of accounting, technical and IT skills.	E		X	X		
Understanding of national and local NHS structures		D		X		X
Demonstrable evidence of influencing and persuasion skills	E			X		X
Advanced report writing skills	E		X	X		

Demonstrable track record of successful collaborative and partnership working internally and externally	E			X		X
Evidenced strategic and lateral thinking ability.	E			X		
Project management skills.		D	X	X		
<b>Communication</b> Ability to communicate complex information effectively, via a variety of media and forums, with a wide range of people from all levels both from within and outside of the Trust	E			X		X
Flexibility and resilience, maintaining a positive approach and with the ability to stand up and be counted.	E			X		
Ability to take difficult decisions and give advice that sometimes conflicts with the views of those being advised.	E			X		
<b>Personal and People Development</b> Ability to work within and lead teams within a multi-disciplinary setting.	E		X	X		
Demonstrable open and developmental leadership style.	E			X		
Demonstrable commitment to staff development	E		X	X		
Demonstrable commitment to personal development	E		X	X		
Ability to plan and manage conflicting priorities for self and department to meet Board & Trust objectives and deadlines.	E			X		

Demonstrates commitment on the job	E			X		
Innovative and creative approach	E			X		
Ability to lead and motivate staff	E			X		
<b>Responsibilities towards promoting Equality Diversity and Inclusion</b> Demonstratable understanding of the Equality, Diversity, and Inclusion and/or Knowledge of the NHS obligations under the Equality Act 2010 and the Public Sector Equality Duties (line managers to elaborate depending on the level of the post and to assess this essential criteria at interview)	E			X		
<b>Specific Requirements</b> Willing to work flexibly				X		

**A= Application I= Interview R= References T/P = Test/Presentation**