



North West London Pathology

Chelsea and Westminster Hospital
NHS Foundation Trust

Imperial College Healthcare
NHS Trust

The Hillingdon Hospitals
NHS Foundation Trust

Hosted by Imperial College Healthcare NHS Trust

JOB DESCRIPTION

TITLE OF POST: Senior Finance Manager
SALARY BAND: 8B
LOCATION: NWL Pathology
RESPONSIBLE TO: Head of Finance
PROFESSIONALLY: NWLP Finance Director
ACCOUNTABLE TO: NWLP Managing Director

AIM OF THE ROLE:

To be the finance point of contact on key customer relationship(s) including reporting the monthly position of the account(s) as well as further development of relation(s) to progress development of core tools such as dashboard of performance for dissemination with core messaging to operational teams which will help underpin improvement in finance narrative to stakeholders

To provide expert accounting and business knowledge, analytical support and clear presentation of financial and business information to clinical and non-clinical colleagues

To be the finance lead supporting material business case developments and ensuring (where practical) quantitative methodology of tracking deliverables – both financial and operational – are identified and set-up.

Provide direct financial support for the Project Portfolio Management Team.

Where required, establish specific reporting structure for material business cases implemented; and facilitate smooth transition to Business as Usual financial support.

Develop Financial Analysis for key Business Development Opportunities.

Provide analysis of key performance and track changes to key supplier contracts.

Working with Contract Manager and ICHT Procurement, develop reporting and planning for key procurement exercises.

Develop the NWLP Capital plan and monitor delivery of the plan.

Prepare Capital reports for NWLP and Host Trust.

To represent NWLP at core governance meetings on Capital and to provide assurance as to the deliverables of the scheme within the agreed timeframe

Prepare NWLP Income Analysis including activity and billing reports, margin analysis and opportunity analysis.

To actively contribute to the development and improvement of the NWLP finance team and wider ICHT finance team

To be accountable to the Head of Finance for the adherence to Trust financial policies and procedures, statutory requirements and requirements from the Department of Health and NHSEI.

Support HoF objectives and where appropriate act as deputy for HoF.

KEY WORKING RELATIONSHIPS: (For Organisational Chart see Appendix 1)

Internal

- Host Deputy CFO
- Host Associate Director Commissioning / Service Development
- Host Associate Director: Business partnering
- Host Finance Business Partners
- Host Finance Managers
- Host Senior Finance Managers
- Host Income Team
- Host Accounting Team with Financial Services
- Host Capital Finance Team
- NWLP Finance Team Members
- Division Managers and Budget Holders
- NWLP Executives

External

- Senior Finance Representatives for key suppliers
- Senior Finance Representatives for key customers
- Senior Finance Representatives for Partner Organisations

KEY RESULT AREAS:

- Finance & Business Planning
- Reporting
- Productivity & Efficiency
- Expert Advice & Training
- Clinical Engagement
- Procurement & Supply Chain
- Equipment Asset Management
- Decision Support
- Income, Activity & Capacity
- Workforce Planning & Reporting
- Performance Review

MAIN TASKS AND RESPONSIBILITIES:

1 Finance & Business Planning

- 1.1 Support the Head of Finance in the development of annual and long-term financial plans for NWLP incorporating income, expenditure, workforce, relevant activity drivers, Cost Improvement Plans (CIPs), transformational change projects and Capital projects, and agreeing all assumptions with budget holders and FD.
- 1.2 Support the Head of Finance, ensuring that financial plans are developed in line with NWLP agreed financial parameters, approach and timetable, and are owned and signed off by the Directors.
- 1.3 Help drive the programme of work with budget holders and service managers to identify risks, mitigations and opportunities and support the Head of Finance in agreeing these with Directors
- 1.4 Ensure material projects, initiatives under consideration are agreed with Division Managers and Head of Finance and are adequately reflected in the business plan; including Capital Proposals, Business Development Opportunities, Significant Business Cases for Change etc.

- 1.5 Work on continuous improvement of procedures and processes working closely with all areas of the finance department and operations to support the improvement agenda

2 Reporting

- 2.1 Lead on ensuring the quality and accuracy of the monthly information provided on material supplier contracts
- 2.2 To support the NLWP finance team to incorporate production of key supplier reports into Divisional Performance Reports, ensuring that key financial issues are clearly and professionally presented in a format which is tailored to the recipients
- 2.3 Maintain a register of Material Business Case, Business Development Proposals and current status and prepare a monthly report to Head of Finance summarising status and forecasting implications for NWLP.
- 2.4 Prepare a monthly report on Capital Project Development for Head of Finance. Identify ongoing Capital Projects Under Review, current status and forecasting implications for NWLP. Host Trust and Partner Trusts.
- 2.5 Prepare project reports and adhoc analysis reports as required by the Service.
- 2.6 Support team members, acting as finance contacts for Internal and External Audit for the Financial Accounting area, assisting them in implementing recommendations and ensuring action points are cleared prior to follow up visits.

3 Partner Liaison

- 3.1 Work with Partner Trust Financial Services teams to obtain / provide information as required support reporting requirements or project decision support as required.

4 Productivity & Efficiency

- 4.1 Support the Head of Finance in the identification of cash releasing efficiencies and ensure best practice is practiced and endorsed
- 4.2 Support Divisional leadership with year on year comparisons of core contracts and understand and communicate core drivers of change and understand comparison versus activity change
- 4.3 Ensure Post Completion Audits (PCA) of programmes and business cases in scope of the role are undertaken in conjunction with relevant stakeholder(s) for governance oversight both internally within NWLP and externally by Host Trust
- 4.4 Prepare periodic benchmarking analysis to demonstrate value for money and support decisions on targeted change and service/cost improvements

5 Procurement & Supply Chain

- 5.1 Ensure compliance with the Trust Procure-to-Pay policies and procedures
- 5.2 Work with Procurement colleagues and service managers to ensure that value is maximised in all non-pay ordering
- 5.3 Work with Procurement colleagues to ensure that capital is spent within the appropriate timeframe and to provide assurance to relevant committees
- 5.4 Maintain a contracts database of any contracts managed by the Division and ensure contract management standards and compliance are effectively reported and managed
- 5.5 Support procurement exercises by establishing robust procurement baseline data; analysing and communicating procurement benefits to Division Managers, Contract Manager and NWLP Finance Team.
- 5.6 Support procurement exercises by: preparing relevant financial templates; reviewing Commercial Schedules and Contract documents; and providing financial evaluation

6 Decision Support

- 6.1 Ensure an evidence-based approach to all material decisions, with financial exposure, within the Division
- 6.2 To provide high quality financial analysis for business cases, tenders and other service developments
- 6.3 To provide robust financial challenge to senior managers to ensure appropriate financial decision making
- 6.4 Maintain a schedule of significant decisions with a financial impact reconciling to business cases, forecasts, and CIP trackers

7 Expert Advice & Training

Promote strong governance in line with NWLP and Host Trust policies, and provide expert advice to Divisions on NWLP and Trust Policies.

8 Activity and Price Per Test Modelling

- 8.1 Co-ordinate the preparation of activity and capacity forecasts, and relate to expenditure and income.
- 8.2 Continue to develop and improve the Cost Per Test model and Price Per Test Strategy within NWLP.
- 8.3 Lead pricing annual pricing review for all customer categories and work with Business Information Manager and Contracts Manager to agree SLAs for all relevant NHS and Non NHS customers.
- 8.4 Support Partner and NWLP decision making by developing activity and demand reports and information.
- 8.5 Prepare benchmarking information on customer utilisation of the Pathology Service to assess where Pathology might add value to Partner decision making.

9 Business Development

- 9.1 Ensure compliance with Host Trust Business Development Policies
- 9.2 Support business development exercises by preparing detailed financial models and sensitivity analysis incorporating input from NWLP finance team, operation leadership, Host and Partner organisations where appropriate.
- 9.3 Prepare relevant presentations to support timely decision making within NWLP and the Partner organisations.

10 Contract Management

- 10.1 Prepare analysis on contract financial performance and provide feedback to Operation Leads and Contract Manager
- 10.2 Work with Contract Manager to prepare commercial challenge where appropriate for key suppliers

11 Equipment Asset Management

- 11.1 Provide input to NWLP Finance team for changes to asset replacement schedule based on business cases under development and review.
- 11.2 Develop and maintain a 3 year equipment replacement and investment plan
- 11.3 Report on the total whole life costs of equipment assets.

12 Clinical Engagement

12.1 To promote a modern and collaborative approach to engaging clinicians and operational colleagues in financial management.

13 Staff Management Responsibilities

13.1 To deputise for the Head of Finance as and when appropriate. This takes into account all aspects of staff development, training, appraisals, 1:1's, support and coaching

14. Freedom to act

14.1 Works autonomously, able to interpret Local, Trust and National policies.

15. General Responsibilities

15.1 The Divisional Manager will delegate for the Director of Operations as necessary and deputise as required by the Director of Operations.

16. Other Duties

16.1 To undertake any other duties commensurate with the grade as requested.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

ADDITIONAL INFORMATION

Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

Work Visa/ Permits/Leave To Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

Dignity & Respect

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

Confidentiality/Information Quality Assurance/Freedom of Information

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Health, Safety and Security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS

contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

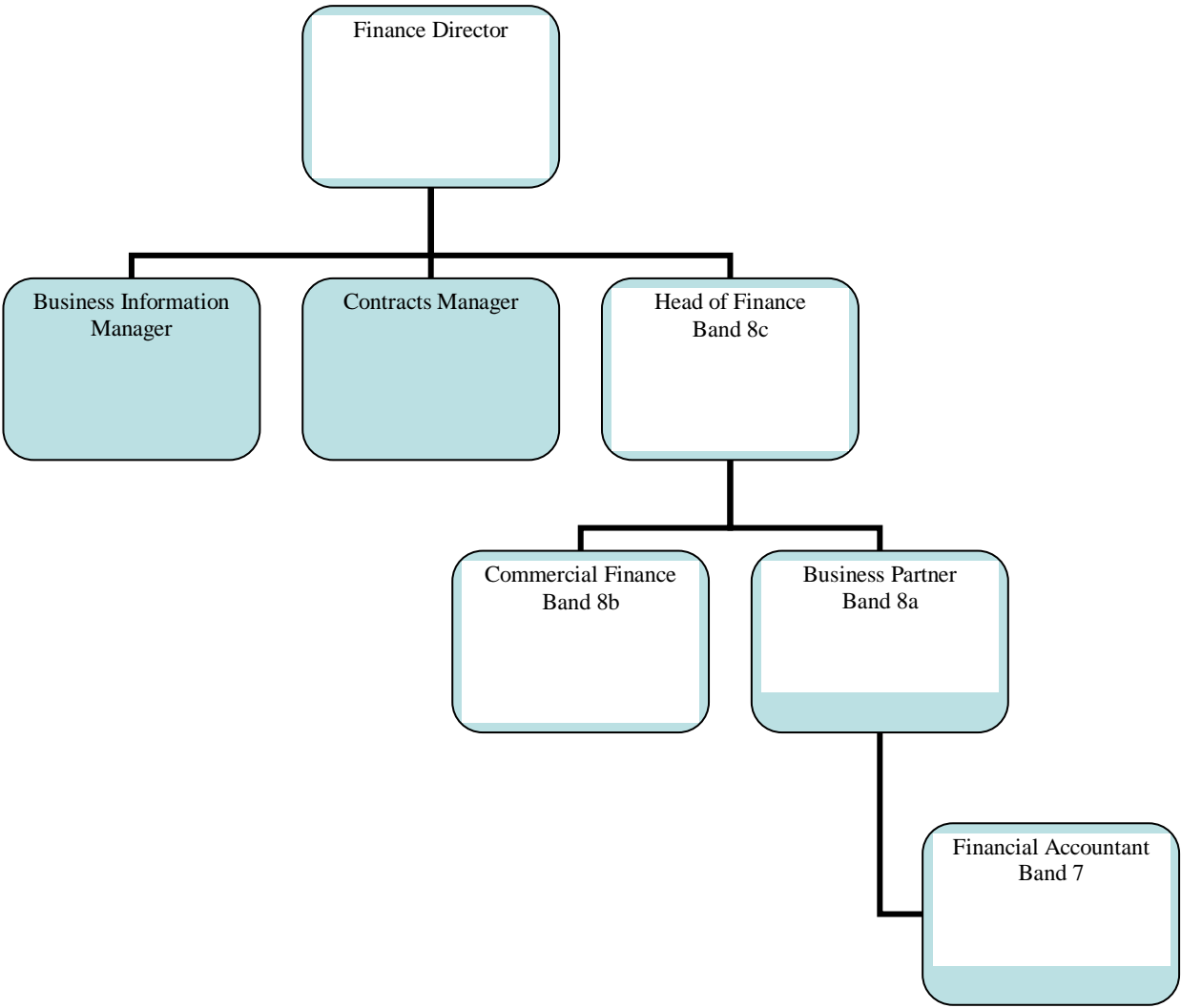
No Smoking

The Trust operates a smoke free policy.

Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply

Appendix 1



POST: Senior Finance Manager

DEPARTMENT: North West London Pathology

LINE MANAGER: NWL Pathology Finance Director

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	<p>qualification experience</p> <p>Financial modelling and translating complex data from various systems into a clear and comprehensive financial model</p> <p>Experience of working with computerised financial systems</p> <p>Experience of managing a team including objective setting, performance reviews and performance management.</p> <p>Experience of implementing change</p> <p>Experience of working with multiple stakeholders with conflicting priorities</p>	<p>knowledge of the NHS including the financial and political agenda</p> <p>Knowledge of NHS financial regime.</p>	
COMMUNICATION SKILLS	<p>Ability to write clear and concise reports on extremely complex financial and business issues to board level.</p> <p>Highly developed influencing and negotiation skills which need to overcome significant barriers to acceptance.</p> <p>Clarity of expression verbal and written</p> <p>Ability to present to wide range of audiences on complex financial and business issues</p>		<p>Application form/interview/ Assessments</p>
PHYSICAL QUALITIES	<p>Sufficient to fulfil the duties of the post with any aids and adaptations</p>		