

SHAPE YOUR STORY

Recruitment Information Pack



Head of Finance
Whipps Cross Hospital



Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
W WELCOMING	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A ACCOUNTABLE	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E EQUITABLE	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



Job Particulars

Job Title	Head of Finance – Whipps Cross Hospital
Pay Band	Band 9 AfC
Location	Whipps Cross Hospital
Reports to	Deputy Chief Financial Officer – Operational Finance
Responsible to	Chief Financial Officer

1. Job Purpose

The post holder is responsible for delivering all aspects of the business unit's financial management and will lead a team of accountants to provide day to day support in all aspects of the business unit's financial performance whilst maintaining a team ethic within the division. The business unit may be a hospital site or corporate areas.

He/she will provide leadership within the business unit, demonstrating expert accounting and business knowledge, analytical support and clear presentation of complex financial and other information to clinical and non-clinical colleagues. He/she will constructively and positively challenge all aspects of the business unit's financial and business performance.

The post holder will be responsible for the delivery, accuracy and timeliness of the monthly performance reports to the Trust Board, ensuring that procedure and controls are up to date and implemented. He/she will provide support to the Deputy Chief Finance Officer - Operational Finance into the strategic direction and business plan of the unit.

Specialist knowledge of reporting, payment by results, reference costs and revenue consequences of capital will be required to assist in the delivery of high-quality comprehensive reports periodically to the Trust executive and non-executive teams.

Additionally, the post holder will also ensure efficiency and effectiveness of the overall finance function and will be responsible for the integrity of processes and systems within it.

He/she 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.

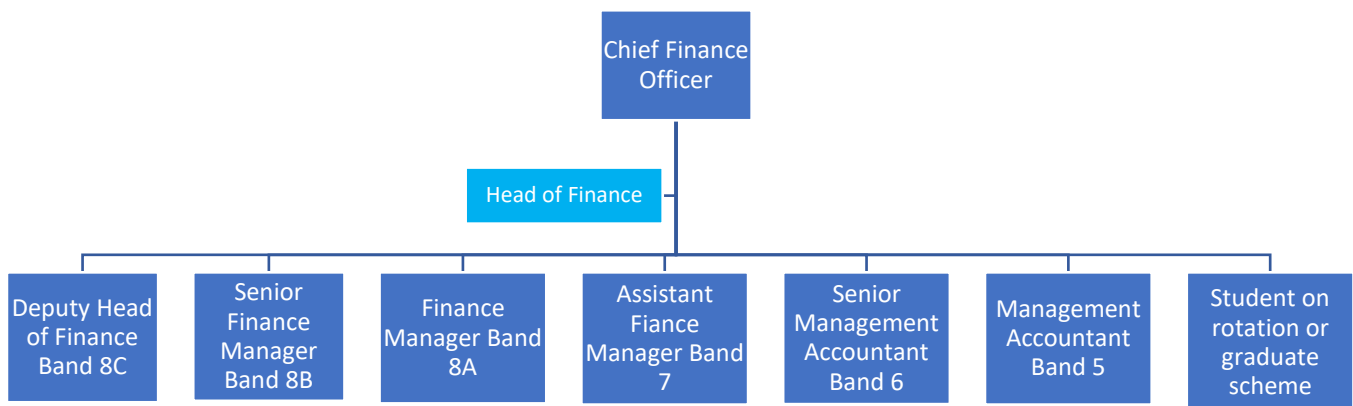
2. Key Working Relationships

Internal/External
<ul style="list-style-type: none"> • Chief Financial Officer • Deputy Chief Finance Officer - Operational Finance • Associate Head of Finance • The business unit's management team (i.e. Site Boards, and Trust Executive Directors)



- **Clinical Directors**
- **Director of Operations**
- **Other Heads of Finance**
- **Transformation and Service Improvement Teams**
- **Finance counterparts in local Trusts, CCGs, and other local partner organisations**

3. Structure Chart



The Financial Management team structure at Barts Health contains the roles above, ranging from Apprenticeships through to Band 9. These vary in number between hospital sites and Corporate.

4. Main duties, responsibilities and results areas

Key result areas

1. High quality leadership of the financial management services, including expert advice for the business unit, clinicians and the accounting team.
2. Precise and timely financial reporting and budgeting. Including production and quality assurance of finance reporting packs.
3. Staff management and development.
4. Ensuring compliance with all relevant policies, procedures & systems



Main duties and responsibilities

1. To provide high quality leadership for the Financial Management operations of the business unit.
2. Provide senior management support and leadership to the business unit's finance teams. To liaise with other finance teams, including income and financial services to ensure the reported financial position is accurate.
3. To produce the month end performance review report covering both income and expenditure with associated activity reports.
4. Responsible for coordinating and validating monthly income and expenditure (I&E) including forecasts to year-end, analysis and interpretation of significant variances and, where appropriate, to influence operational managers/clinicians into taking corrective action.
5. To provide professional advice to Associate Directors and Directors with regard to budgetary and financial control.
6. To lead finance meetings with Trust managers / Executive Directors and/or external organizations, providing financial advice and support as required. To liaise and maintain good working relationships with all departments and appropriate external agencies.
7. Report on financial issues at relevant management meetings and service reviews.
8. Develop, and implement where appropriate, new improved methods of reporting, including zero-based budgeting, trading accounts and cross-charging of services to users through internal SLAs
9. To support the ongoing development of the SLR reporting format for the Trust.
10. Provide high quality and meaningful advice to Directors and managers of services in regards all aspects of service formulation, re-engineering and management encompassing complex financial issues. Assisting managers in the financial appraisal of new projects or service developments.
11. To co-ordinate and liaise with Project Management Office to ensure benefits tracking of CIP programs.



12. To work innovatively in advising on the funding of services and developments within the business unit.
13. Promote a modern and collaborative approach to engaging clinicians in financial management, including the promotion of a culture of innovation and productivity.
14. Ensure an evidence-based approach to decision making.
15. Liaise with the Commercial and Capital team on production of significant business cases and lead on the development of relevant business cases.
16. Work collaboratively with clinicians using relevant systems (including Qlikview) to support the development of effective and efficient clinical pathways.
17. Responsible for formulating and tracking long term / strategic plans such as long-term financial planning, which will impact across the organisation. The post holder is responsible for developing, implementing and modifying plans and communicating these to the organisation. The post holder may need to modify operational procedures to ensure alignment with strategic plans.
18. The post holder will be required to interpret highly complex information and consider all options available and determine the most appropriate course of action noting internal and external constraints. The post holder will be responsible for managing the impact of decisions and ensuring delivery plans consider all eventualities and manage risks accordingly.

Contracting and income

1. He/she will provide advice and support on monthly activity gains and losses providing a critical view to the business unit's performance.
2. Provide advice on the formulation of SLR report and the impact of the results to key senior staff in the Trust.
3. To lead on ensuring that provider to provider SLAs are in place and maximize relevant income for the Trust.
4. Provide high quality advice on payment by results and the impact on development of services to senior managers and clinicians and help to



minimise income loss through poor data capture, incorrect coding, pricing and contractual penalties through effective reporting.

Financial reporting, planning and budgeting

1. The post holder will provide a finance and performance report within agreed monthly, quarterly and annual timetables taking account of both income and expenditure. This will include the consolidation of year end forecasts and analysis of monthly SLR reports together with a written report detailing financial as well as non-financial analysis.
2. Ensure that all reporting internally and externally is produced in a timely and professional, including support for completion of NTDA returns.
3. Work with financial accounting teams to finalise month and year end accounts ensuring relevant year end creditors/debtors are agreed and that their treatment in the I&E position and Balance sheet accounts adhere to the Department of Health Group Manual of accounts.
4. Responsible for coordinating and ensuring timely completion of the annual budget setting process in accordance with NTDA and internal timetables. To prepare budgets for sign off at performance review meetings.
5. To take a strategic view on budget proposals, advising on the validity/affordability of plans, ensuring the organization spends within agreed budget limits and that value for money is secured in the long term.
6. To ensure that costs are linked with service outcomes allowing comparison with activity information.
7. To support on costing methodologies and policies to underpin the production of robust information to inform strategic decision making.
8. Co-ordinate the costing and appraisal of in-year changes and developments.
9. Responsible for formulating the financial aspects of the 2 to 3 year strategic and financial plans.

Policies, procedures & systems

1. Ensure budget management processes and accountabilities are clear and appropriately documented. In particular to adhere to budget virement policy and journal policies and limit the amount of necessary transactions.



2. To provide assurance to the Board that all financial and corporate policies and procedures are adhered to via the updating of procedures by the finance team.
3. Research and network effectively to ensure the post holder affects necessary changes across the Trust, in line with any changes to legislation, local or external policy, and opportunities and risks that may have an impact on the financial performance.
4. To implement relevant audit recommendations and ensure fraud is countered.
5. To report actions that affect Trust reserves, to ensure that it is accurate and properly managed and accounted for.
6. To contribute towards the development and compliance with the standing orders, standing financial instructions, scheme of delegation and financial procedures.
7. Assure the business unit coding and reporting structures on the Trust's general ledger system, and maintain the integrity of the ledger by ensuring regular clearance of suspense codes.

Staff management, development and communication

1. To ensure the management accountants operate efficiently and effectively and adhere to both internally and externally set deadlines.
2. The post holder will be required to communicate highly complex and multifaceted information to teams with varying degrees of understanding so should be able to adapt their communication style to match their audience. There may also be times when the information and way forward are internally and externally sensitive and/or contentious so the post holder should demonstrate tact, diplomacy and the ability to defend their argument succinctly and confidently.
3. To set and monitor objectives, personal development plans, initiate performance monitoring, (including feedback from customers) staff appraisals, and motivation of all staff.
4. To provide high quality advice and education on complex business management issues in order to improve financial awareness.
5. 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.
6. To ensure appropriate training for management accounts staff is consistent with the departments training policy and annual training plan.



7. Show a commitment to CPD and ensure staff are kept aware of national, regional, and local developments.
8. Where applicable to provide guidance and supervision to rotational trainees.

General requirements

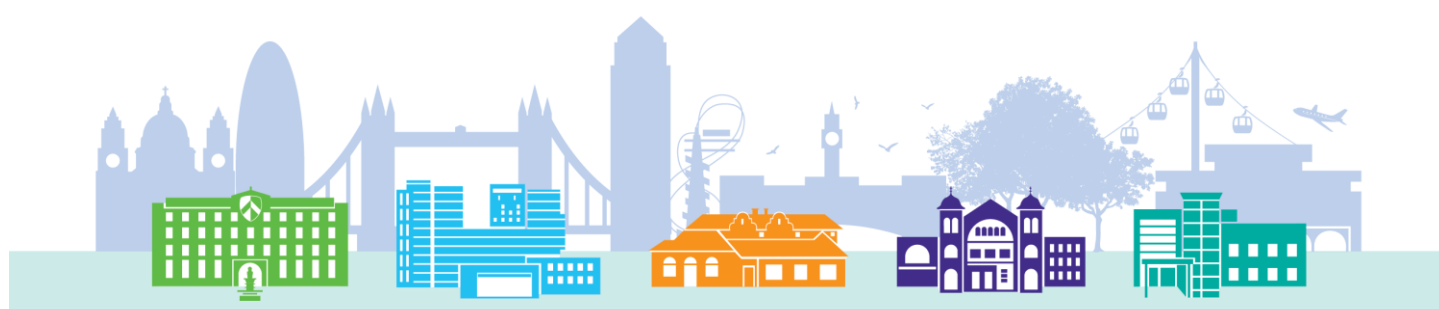
1. To participate proactively in Trust projects as allocated.
2. To support the procurement and contracting processes
3. To be responsible for ensuring the provision of ad-hoc reports when required.
4. To provide high quality advice and support to Directors and senior management across the Trust as necessary

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 and after consultation with the post holder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

5. Working conditions

Criteria	Description
Physical	<i>Standard keyboard skills required</i>
Emotional	<i>The post holder must manage successfully under resource and time pressure He/she would be subject to emotional situations when giving bad news on the financial aspects of proposed business cases</i>
Working Conditions	<i>The post holder will be based in an office environment</i>
Mental	<i>Significant and intense concentration required for effectively multi-tasking, analysing data, writing reports and working in a team based environment. Will be frequently interrupted due to the operational nature of the role</i>



NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nhsemployers.org/

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). www.nmc-uk.org/



Person Specification

Post	Head of Finance – Whipps Cross	Band	9
Dept/Ward	Operational Finance – Financial Management		

Domain	Essential Criteria	Desirable Criteria
Qualifications	<p>CCAB Fully qualified</p> <p>Education to degree level</p> <p>Masters level or equivalent experience and training</p> <p>IT literate – Spreadsheets, databases, pivot tables ECDL or equivalent</p>	
Experience	<p>Two years financial management experience in a senior role</p> <p>Experience of working to tight deadlines</p> <p>Extensive management accounting experience including in complex organisations</p> <p>Managing staff and effective team working</p> <p>Experience of leading a finance service in a period of change</p>	
Knowledge	<p>Knowledge of NHS Finance and policies, specifically related to financial planning</p> <p>Specialist knowledge of the management accounting function</p> <p>Awareness of current issues and developments in the NHS and the impact on individual organisations</p> <p>Working knowledge of SLAs</p>	



Skills	<p>Communicate very complex data to non-colleagues</p> <p>Excellent planning (short and longer term) and organisational skills. Following up to ensure plans are communicated and delivered</p> <p>Ability to analysis complex information and determine an appropriate course of action interpreting and providing judgement on highly complex facts of situation</p> <p>Proven staff management skills and the ability to motivate and develop staff</p> <p>Ability to motivate and develop a team of management accountants</p> <p>Ability to solve complex, multi-dimensional issues</p>	
Personal and people development	<p>Ability to relate well to staff at all levels</p> <p>Determined and enthusiastic disposition</p> <p>Ability to work under pressure and meet objectives with conflicting deadlines</p> <p>Evidence of committed to on-going personal development</p> <p>Highly motivated</p> <p>Possess positive attitude to change</p>	
Communication	<p>Excellent interpersonal and communication skills with staff at all levels</p> <p>Business acumen and ability to influence and manage commercial opportunities</p> <p>Ability to communicate very complex, sensitive and contentious information to a variety of stakeholders with tact and diplomacy</p>	



	The ability to multi-task, re-assessing priorities, to ensure projects are managed and completed to timescales	
Specific requirements	Sufficient to perform the duties of the post with any aids and adaptations	



About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

