

**Job Description**

<b>Title:</b>	<b>Head of Finance (Financial Improvement &amp; Commercial)</b>
<b>Grade:</b>	<b>Band 8C</b>
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
<b>Department:</b>	<b>Finance</b>
<b>Reports to:</b>	<b>Assistant Director of Finance - Financial Management</b>
<b>Accountable to:</b>	<b>Operational Director of Finance</b>

**POST SUMMARY**

The post-holder will provide financial leadership to the sustainability and recovery components of the Trust's financial strategy. Specifically, this includes taking responsibility for overseeing the implementation of the Trust's efficiency plan and the provision of regular progress reports, internally and externally. The postholder will work closely with the Director of Operations to support the management teams in the operational delivery of the efficiency programme (tactical Cost Improvement Programmes and cross cutting schemes) and ensure that robust governance arrangements are in place to enable progress tracking and early intervention where schemes are at risk of slipping.

The postholder will also have a key role to play in terms of longer-term sustainability and financial input to the development of medium-term financial strategy.

The post holder will be expected to deputise for the Assistant Director Financial Management as required.

Core duties will include:

- Leadership of strategic/commercial aspects of financial improvement programme
- Leading on reporting CIP performance on a weekly/monthly basis to appropriate committees, boards and working groups
- To lead and support the development of a multi-year CIP programme, with a core focus on operational productivity and financial efficiencies.
- To engage with the income and costing team to develop a financial sustainability programme.
- Providing ad-hoc analytical advice

**MAIN DUTIES**

Supporting the Trust to develop and implement the strategic objectives of financial recovery and sustainability across the Trust.



In conjunction with the Director of Operations (DOps) and Heads of Finance, support the design and development of robust project plans and lead on the operational delivery of the Financial Recovery Plan with cross cutting workstreams including:

- Patient Flow & ALOS
- Workforce Productivity
- Non Pay Expenditure
- Estates & Facilities
- Clinical redesign
- Corporate / shared service
- Retail/Commercial income

To drive profitability and return on investment, developing short and medium term financial and savings plans aligned with strategic plans.

To benchmark profitability of service lines within the division. Through market analysis or networks, develop ideas for improving or developing service line profitability.

To ascertain the level of capital investment that has been made within service lines in order to understand current and planned levels of return on investment.

Advise the division on the financial viability of tenders and on tender pricing. Support the tender lead on ensuring tender responses are commercial.

To work closely with the income and contracting teams to understand the contracting and income position of the Trust and drive improvements to the income position.

To lead on large strategic business cases for the Trust ensuring that the costs, benefits, risks and income and expenditure of such schemes are fully understood and prepared for presentation to the Board for approval.

To lead for finance on the evaluation of large procurement tenders for the Group, ensuring that value for money is achieved.

To ensure team meets all financial reporting requirements.

To deputise for the Operational Director of Finance and other Heads of Finance as and when required.

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.

## **Revalidation and Registration**

It is the responsibility of all staff registered with a professional body to:



- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects and supporting training.
- Ensure optimum use is made of working time.

## Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical

disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

## Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

## Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.



## Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

## Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

## Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

### Our mission

Helping local people live longer, healthier lives.



## Our vision

Provide safe, personal, co-ordinated care for the community we serve.

## Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

## Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



## Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

## Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the

Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

## **No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

## **Method of Payment**

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

## **Probationary Period**

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.

## Person Specification

Post:	Head of Finance (Financial Improvement & Commercial)	Grade:	8C	
Department	Finance			
Attribute		Essential	Desirable	How Assessed
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• CCAB qualified Accountant</li> <li>• Expert knowledge gained through further post-qualification specialist training or experience.</li> <li>• Evidence of maintaining and developing technical accounting expertise and of staying up to date with current accounting rules since qualification.</li> </ul>	E E	D	A/I
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Leadership qualities and influencing skills:</li> <li>• Ability to operate as part of the leadership of the department, proactively identifying ways to improve and working with others in the department to initiate these changes.</li> <li>• Strong analytical skills with the ability to solve highly complex financial problems.</li> <li>• Excellent verbal and written communication skills</li> <li>• The ability to manage time, meet deadlines and prioritise delivering to tight deadlines and managing the demands of senior stakeholders simultaneously.</li> <li>• Ability to make use of systems (initially Excel, PowerPoint, Microsoft Word) to prepare and present accurate, clear information and to identify what can be produced from other financial systems.</li> <li>• Strong organisational skills and ability to prioritise.</li> <li>• Flexible and able to manage workload to ensure delivery of both regular commitments and the support of Trust wide initiatives.</li> <li>• The ability to provide advice and support from across all of the accounting disciplines is essential.</li> <li>• Able to influence others and be able to present a coherent case in support of a desired strategic outcome or plan.</li> <li>• Ability to challenge assumptions, and articulate alternative interpretations, scenarios and strategies.</li> <li>• Must be able to set and negotiate priorities for themselves and others and subsequently programme workload to achieve results and meet deadlines. They should understand what motivates people to perform, and be able to gain the respect and support of other staff and managers.</li> </ul>	E		A/I

	<ul style="list-style-type: none"> <li>• Ability and credibility to represent the Trust at off-site meetings.</li> <li>• Requires standard keyboard skills.</li> </ul>			
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of business partnering, supporting senior managers and/or directors in service developments</li> <li>• Experience of using complex financial models for assessing risk and informing decision-making</li> <li>• Experience in making or advising on complex decisions involving financial risk.</li> <li>• Experience of leading on large business cases or developments and assisting internal customers in understanding the assumptions and risks inherent in those business cases.</li> <li>• Experience of having worked with large, complicated sets of information, drawing inferences and developing strategy on the basis of the analysis.</li> <li>• Experience of presenting complex financial information to non-finance managers and directors</li> <li>• Experience of successfully supporting cost improvement and financial sustainability programmes</li> <li>• Experience in tracking and monitoring deliverables in finance transformation plans and associated cost improvement programmes</li> </ul>	E		A/I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Strong sense of quality and customer focus.</li> <li>• Self-motivated</li> <li>• Pro-active and positive</li> <li>• Resilient to cope with challenge and criticism.</li> <li>• Ability to inspire confidence when presenting.</li> <li>• Team player, willing to 'roll up sleeves' where necessary.</li> <li>• Positive 'can do' attitude.</li> <li>• Highly organised approach and ability to prioritise own work in order to meet strict deadlines and targets.</li> <li>• Embraces change.</li> <li>• Excellent interpersonal skills with ability to work closely and effectively with staff at all levels within the organisation, including ability to persuade as well as be diplomatic.</li> <li>• Excellent persuasion and negotiation skills are required to ensure delivery of balanced financial plans.</li> </ul>	E		A/I