

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	<b>Senior Finance Manager</b>
<b>Grade:</b>	<b>AFC Band 8B</b>
<b>Reporting to:</b>	<b>Head of Financial Management &amp; Planning</b>
<b>Accountable to:</b>	<b>Deputy Chief Finance Officer</b>
<b>Management Responsibility:</b>	<b>Finance Managers and Assistant Finance Managers</b>

### JOB PURPOSE

- To lead a team of Finance Managers and Assistant Finance Managers, responsible for the provision of an expert financial management service to a portfolio of clinical units and/or corporate departments.
- To lead and be responsible for the monthly reporting for these areas, income and expenditure, ensuring that information produced is robust, accurate and owned by appropriate individuals.
- To support the Finance Managers and Assistant Finance Managers in the development of Cash Releasing Efficiency Schemes (CRES) and the financial modelling of service developments, ensuring that the information produced is robust, accurate and that plans are deliverable.
- To support the Head of Financial Management, Finance Managers and Assistant Finance Managers with the development and implementation of the Trust's medium to long term strategy.
- To be responsible for the management and development of a team of Finance Managers and Assistant Finance Managers
- To support the Head of Financial Management and Deputy Chief Finance Officer in the delivery of corporate tasks and objectives, assuming responsibility for the delivery of a range of tasks.

### KEY RESPONSIBILITIES

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## **Operational Responsibilities**

1. To lead and manage a team of Finance Managers and Assistant Finance Managers in the production of high quality financial management information, income and expenditure, for a range of clinical and corporate units.
  2. To manage and develop Finance Managers and Assistant Finance Managers within the team, providing leadership as well as the setting of appropriate objectives. To identify gaps in the knowledge of team members and to put in place training systems and processes to ensure these are closed so the entire team can operate as an effective unit, providing the highest level of support to this post and to its customers.
  3. To identify opportunities for information or quality improvements within the wider Financial Management team, supporting the Head of Financial Management to ensure every opportunity is taken to develop and enhance the provision of an expert Financial Management service to the Trust.
  4. To provide a high quality financial management reporting service with a focus on identifying trends, risks and opportunities, communicating these to senior finance staff, clinical unit / corporate department management teams and to the executive team in such a way that its use informs management decision making. To produce high quality reports for clinical boards as well as for the CFO and DCFO, and external organisations such as DOH and SHA.
  5. To attend key meetings to lead discussions on the financial performance of clinical units and corporate departments.
  6. To develop robust forecasting systems and models, in association with financial planning, clinical services, information services and service level agreement teams. To ensure these systems are monitored for accuracy and assumptions are challenged with appropriate individuals to ensure that information presented is robust, accurate, deliverable and owned by relevant individuals.
  7. To support Finance Managers and Assistant Finance Managers in the development of clinical unit and corporate department CRES schemes. To review CRES plans for units within their portfolio, challenging assumptions and assessing risk to ensure scheme information is robust, accurate and deliverable.
  8. To lead on the development and assessment of corporate wide cost improvement schemes, working with managers and clinicians to carry out financial and activity modelling.
  9. To support the Head of Financial Management with the development and enhancement of CRES reporting and tracking systems.
  10. To support the Finance Managers and Assistant Finance Managers in the modelling of activity, income and expenditure in relation to complex business case developments and funding proposals, both internal and external to the Trust. To work closely with the capital team to ensure that the impact of capital costs are fully factored into revenue business cases and vice versa. To challenge assumptions with relevant individuals and to be responsible for ensuring that financial modelling is robust, accurate and in line with overall Trust objectives, assessing risks and identifying risk mitigating actions as required.
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11. To interpret accounting guidance and DH directives/decisions in regard to accounting and funding mechanisms, and to assess the impact and recommend actions that ensure clinical services and corporate departments maximise their income and minimise their costs.
12. To lead the overall annual business planning and budget setting process for clinical units and corporate departments within the portfolio and to support the Finance Managers and Assistant Finance Managers in delivering required tasks for their designated areas.
13. To lead the overall use of service line reporting and patient level cost information within the portfolio of units. To support Finance Managers, Assistant Finance Managers and clinical unit managers and clinicians in understanding the detail behind this information, in identifying opportunities and in using this information to influence decision making.
14. To support the Finance Manager - Reporting, and other Finance Managers and Assistant Finance Managers within the team to ensure service line reporting and patient level cost information is accurate and robust, and to support them with the development and reporting of this information.
15. To support Finance Managers, Assistant Finance Managers, Clinical Unit managers and clinicians in understanding their income position, and in the identification and implementation of income maximisation opportunities.
16. To lead on the financial aspects of clinical service and corporate department strategy, ensuring that plans take account of DH priorities, NHS, charitable and IPP funding issues as well as ensuring that plans are fully congruent with wider aspects of the Trust including Foundation Trust status, financial accounting, capital limitations and estates and ICT strategies etc. To incorporate sensitivity analysis, SWOT analysis and other techniques.
17. To work with the clinical units and corporate departments to benchmark their services from financial and non-financial perspectives and to develop reporting mechanisms to monitor and assess relative performance.
18. To work extensively with the financial accounting, systems and capital teams as required in order for these areas to carry out their responsibilities.
19. To lead on assigned on trust wide corporate projects
20. To lead on finance wide projects
21. To work with other finance departments and corporate services to identify opportunities for improvement and enhancement within financial processes and to lead on the implementation of required changes.
22. To work extensively to ensure sound controls are in place and processes are compatible with IFRS financial accounting requirements.
23. To deputise for the Head of Financial Management as appropriate, requiring a wide understanding of the main issues affecting the Trust and interrelated links.

## **Management Responsibilities**

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1. To be responsible for the personal and professional development of Finance Managers and Assistant Finance Managers in the team.
2. To be responsible for the setting of objectives for staff in the team and the assessment of those objectives through the personal development review (PDR) processes.
3. To be responsible for the recruitment and selection of staff.
4. To be responsible for the effective management of the performance of staff in the team.
5. To assist in the development of staff in the wider Financial Management team to meet the changing requirements of clinical units and corporate departments, the Trust and the wider NHS.

### **Professional Responsibilities**

1. To maintain the integrity of the Trust's financial systems, procedures and reports.
2. To maintain professional standards within the Financial Management team.
3. To ensure that Standing Financial Instructions, Standing Orders, financial policies and procedures are adhered to.
4. To deputise for the Head of Financial Management as required.
5. Any other duties as may be required by the Head of Financial Management, Deputy Chief Finance Officer and Chief Finance Officer.
6. To undertake Continuing Professional Development (CPD) in line with the relevant institute requirements.

### **General Trust Requirements**

1. In carrying out these duties, the employee is required to take reasonable care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with Departmental and Trust Codes of Practice, which are designed to secure safety in working practices and in the handling of materials and equipment.
  2. The post holder must at all times carry out his/her duties and responsibilities with due regard to the Trust's Equal Opportunities Policy
  3. The employee must follow the Trust's confidentiality rules and procedures at all times.
  4. The employee must act at all times in accordance with the Trust's Personal Responsibility Framework.
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5. This job description contains an outline of the post holder's main duties. In conjunction with the post holder it may be amended to reflect the changing needs of the Trust.

## **OTHER INFORMATION**

Great Ormond Street Hospital for Children NHS Trust is a dynamic organisation, therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflect these. In keeping with the Trust's Personal Responsibility Framework and the Equal Opportunities Policy, the post holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

All applicants to any post within the Trust are required to declare any involvement, either directly or indirectly, with any firm, company or organisation which has a contract with the Trust. Failure to do so may result in an application being rejected, or, if it is discovered after appointment that such information is being withheld, then this may lead to dismissal.

The post holder will have access to confidential information which may only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.

Great Ormond Street Hospital is a regulated organisation and as such, all post holders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

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	<p>Presentation of financial information and leading financial discussions at senior management and executive level meetings.</p> <p>Supporting managers and clinicians in the use of service line reporting &amp; patient level cost information</p> <p>Identifying opportunities for change and successful management of the change process.</p> <p>Use of financial ledgers &amp; reporting tools</p> <p>Business Objects</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p>
4. Knowledge	<p>NHS Financial Regime &amp; Policies</p> <p>Awareness of current NHS priorities</p> <p>Principles of service line reporting &amp; patient level costing</p>	<p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p>

* Codes:	A = Application Form	I = Interview	T = Test
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