

SINGLE CORPORATE SERVICES

FINANCE

Job title:	Divisional Finance Manager (Clinical)	<i>To be completed by HR</i>
Reporting to:	Associate Director of Financial Management	
Accountable to:	Associate Director of Financial Management	<i>Job Reference Number</i>
Pay Band:	8c	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

To ensure we are able develop people to meet their full potential, provide resilience and personal growth, we would like to introduce the concept of rotation at Band 8c level. This will ensure individuals gain experience across all aspects of the portfolio. This would be subject to review every two years to understand the relative benefit to individuals and the service.

Job purpose

Reporting to the Associate Director of Financial Management, the Divisional Finance Manager is a senior finance role within the organisation. Of utmost importance is the need to be visible and working with leaders from multiple disciplines within Clinical Divisions.

The role is responsible for ensuring effective financial management, ensuring compliance with Trusts financial policies and procedures.

The post holder is expected to work as part of a cohesive finance team, to present highly complex financial messages and business information clearly and persuasively to very senior colleagues, such as Clinical Division Leadership meetings as well as clinical and non-clinical colleagues across the Division.

The post holder has direct line management responsibility for a Senior Management Accountant.

The post holder will be expected to work in a matrix style as part of the senior finance team servicing one Trust Leadership Team but likely to have some duties that span both Trusts, i.e. acting as the finance lead for one of the delivery units.

The post holder will be expected to have a complete understanding of the overall divisional income, expenditure and capital plans, in year financial position, run rate, forecast, CIP together with risks and required mitigations.

The post holder will be expected to lead and contribute fully to senior level conversations within the division, the finance team and any wider groups, ensuring information provided is robust and accurate.

The postholder will provide financial leadership and direction within the Clinical Division, ensuring there is a focus on the delivery of strategic initiatives and business objectives.

Job summary

- Responsible for setting annual divisional budgets for income, expenditure and wte's aligned fully to the agreed financial plans for both Trusts. This will involve working closely with the contracts, income, financial planning and improvement team.
- Responsible for the routine and timely provision of financial information to Clinical Divisions and Performance Review Meetings.
- Responsible for delivering the Financial Management services provided to the Trust.
- Responsible for the provision of the optimum level of financial information and advice to support decision-making. This includes reporting risks and opportunities on financial performance and for driving improvement opportunities and transformation through the co-ordination of all the Divisions.
- Responsible for providing financial management advice and support to managers, particularly to the Clinical Division Directors, and other Senior Leaders within the Division/organisation.
- Responsible for influencing and challenging where necessary the financial decision-making of the divisions and strategic and operational judgements.

Financial Advisor to Senior Leaders:

- Responsible for the provision of financial advice and support to Senior Leaders across both Trusts.
 - Supporting and influencing operational and strategic decisions.
 - Interpreting, explaining, and driving financial improvement, including the triangulation of finance, activity, and workforce assumptions.
 - Advising on planning, business case development, external context, benchmarking, and commercial opportunities.
 - Analysing, advising on, and mitigating financial risk across the Division.
 - Challenging behaviour that disregards the Trust's financial principles, policies, and procedures.
- Interpreting and explaining complex financial information and the inter relationship between:
 - Expenditure
 - Contract patient income
 - ICB and specialised commissioning contracts
 - Income tariffs
 - Patient activity performance

- Support the Senior Leaders by contributing expert financial advice, information, and guidance to Divisional meetings on the financial implications of operational policies, plans, and developments.
- Ensuring the Division remain focussed on delivery of the Trust's overall operating plans.
- Responsible for developing relationships across the finance team to enable the delivery and consistency of effective business support.
- Working closely with Senior Finance colleagues, responsible for advising and supporting divisional managers to ensure they meet their financial obligations and responsibilities.
- Responsible for visible professional image within the finance function and within the Division, ensuring that the financial management team develops and maintains a customer focus to its service and meets clear standards of behaviour and service delivery.
- Responsible for analysing and agreeing overall and divisional financial forecasts, which build in the impact of all actions being taken, linking closely with the financial planning and improvement teams to ensure income and expenditure budgets for the Division are aligned with planning assumptions.
- Hold at least monthly financial performance meetings with the Division, making recommendations on the actions to ensure the division meets its targets, and that these are fully understood and agreed.
- Identify and articulate promptly and appropriately any evidence of divergence from financial plans, targets, or forecasts, working with colleagues to resolve identified problems and to mitigate financial risks within a robust framework of performance management.

Financial Improvement, Service Improvement and Transformation:

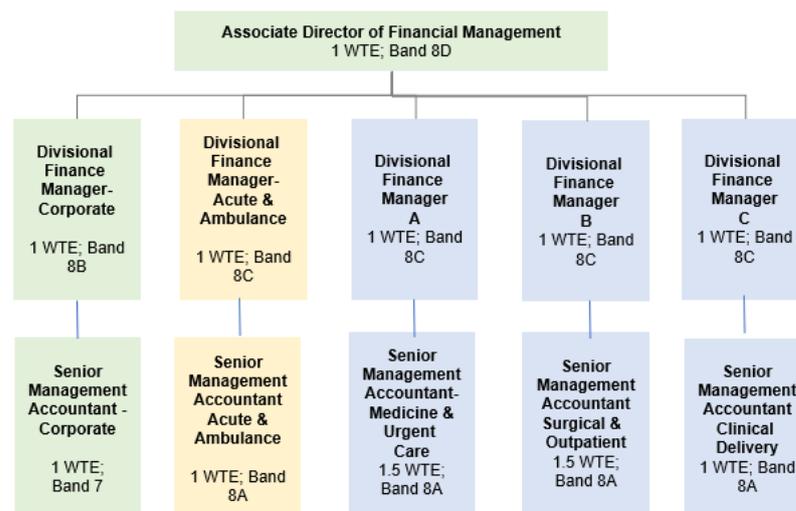
- Works with the Division to assess performance against recognised internal and external benchmarking analysis to identify service improvement and financial efficiency opportunities.
- Works closely with the financial improvement team and Programme Management Office (PMO) to identify, accurately cost, analyse, monitor, and report on cost improvements plans (CIPs) and savings schemes.
- Provide financial input to the business case process (capital and revenue), incorporating commissioning intentions and implications for patient activity performance, in accordance with the Trust Strategy and transformation and service improvement agenda.
- Leads the process of consolidating all revenue opportunities within the divisions, providing professional advice on pricing strategies in conjunction with the Associate Directors of Finance. This includes identifying commercial opportunities for the Trust.
- Ensure Divisions understand the requirement for long term cost and run rate reduction.
- Finance lead on Business Case development affecting multiple Clinical Divisions and/or sites, and not restricted to the Division for which the postholder holds responsibility for.

External Partnerships:

- Work with contracts, income, financial planning and improvement teams, and the Strategy and Planning team to ensure financial budgets are set in line with plans and aligned to contractual agreements with partners and the wider HIOW Integrated Care System (ICS).
- Understand and interpret ICB and NHS England Specialised Commissioning contract requirements.
- Negotiation skills to negotiate with NHS/external organisations regarding finance issues that will be contentious and will therefore require developed persuasion skills.

Organisational Chart

The Divisional Finance Manager reports directly to the Associate Director of Financial Management as part of the single corporate service. The postholder will be an integral part of the Financial Leadership team and will be expected to service the Financial Management needs of the Division for which the postholder holds responsibility for.



Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

Analytical and Judgement

- Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

- The post has minimal demand for work related physical skills.

Patient Client Care

- Corporate responsibility for the provision of a clinical, clinical technical or social care service(s).

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder is responsible for budget setting for several services.

Management/Leadership

- The post holder is the line manager for a Senior Management Accountant, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder is responsible for the operation of one or more information systems at department / service level where this is the major job responsibility.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
Qualifications	<ul style="list-style-type: none"> • CCAB qualified • Significant Post Qualification Experience • Evidence of active continuing professional development 	<ul style="list-style-type: none"> • Recognised Leadership Development programmes • MBA or similar post-graduate qualification. 	Application
Experience	<ul style="list-style-type: none"> • Broad finance department experience and understanding • Experience of operating at a senior leadership level in an NHS finance environment • A record of achievement in managing and improving NHS financial management services 	<ul style="list-style-type: none"> • Experience of operating at a senior leadership level in a hospital finance environment 	Application and interview
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge and understanding of the NHS finance environment. • Comprehensive knowledge and understanding of financial reporting skills and techniques. • Knowledge and understanding of strategic and operational planning and budgeting, including contracting and performance monitoring. 		Application and interview

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the Trust Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures.
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.



- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.