

## SINGLE CORPORATE SERVICES

### FINANCE

<b>Job title:</b>	<b>Associate Director of Contracts, Income and Financial Planning</b>	<i>To be completed by HR</i>  <i>Job Reference Number</i>
<b>Reporting to:</b>	<b>Operational Director of Finance(IWT/PHU)</b>	
<b>Accountable to:</b>	<b>Operational Director of Finance (IWT/PHU)</b>	
<b>Pay Band:</b>	<b>Agenda for Change 8D</b>	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust

#### **Job purpose**

Reporting to the Operational Director of Finance, the primary purpose for the role will be to lead a contracts, income, and financial planning as part of one single corporate service, providing professional oversight on all aspects of contracts, income, financial planning and improvement across both Trusts.

The contracts, income and financial planning team is responsible for ensuring income is maximised and that contractual arrangements and monitoring information is in place to support all income activities across both Trusts. That financial planning is robust, triangulated across activity and workforce, and that financial improvement plans and opportunities are all incorporated.

The Associate Director of Finance role will support in delivering an outstanding finance function, representing a key member of the Finance Leadership Team, and providing day to day leadership of the contracts, Income and financial planning.

The role is responsible for developing and implementing controls and processes to support robust rolling financial plans linked to budgets, and CIP development, tracking and reporting processes and tools that enable robust monitoring through Financial Recovery Boards and Finance and Infrastructure Committee.

The role will include responsibility for developing the strategic planning and contracting initiatives through the preparation of longer-term financial sustainability plans for both Trusts.

The postholder is responsible for Service Line Reporting and insight– bringing together the contractual income position with the fully absorbed service costs ( activity based costing). This includes translating information for Clinical Directors, identifying opportunities for improved productivity and financial sustainability. This is a complex area which requires exceptional analytical, communication and presentational skills.

The role will include responsibility for leading the preparation and timely submission of both Trusts Financial Plans to NHSE/ICB as part of the overall National and local Operational Planning process. To this end, the post holder must show very high levels of financial expertise and technical training, with

specialist knowledge and expertise of NHS financial guidance and International Financial Reporting Standards.

The role includes the requirement to prepare regular management information for FRBs and Execs to support delivery of financial plans, including identification of risks and working across both Trusts with Exec and Trust SROs to develop mitigations as needed, and to highlight matters that require further investigation or decision to improve the Trust's financial and activity performance.

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 across both Trusts and large groups, such as the whole Finance function as well as clinical and non-clinical colleagues across the Trust.

The post holder will be accountable for interpreting changes in government policy and assessing the financial impact of these changes on Trust Finances. They will propose and make changes to Trust policy as appropriate, ensuring that policies and procedures are developed and implemented in line with Trust requirements.

The post holder has direct line management responsibility for.

Head of Contracts and Income  
Head of Financial Planning & Analytics  
Head of Financial Improvement

The post-holder will be expected to work in a matrix style as part of the Senior Finance Leadership team servicing both statutory organisations and both Finance Directors. This will require working closely with and drawing information from the Associate Director of Financial Management and the Associate Director of Financial Services and Reporting.

The post holder will be expected to have a complete understanding of both Trusts overall financial position in terms of both Income and Expenditure and the relationship with the CIP programmes, articulating any further opportunities which may not already be part of plans.

The post holder will be expected to provide and articulate financial information to Financial Recovery Boards, ensuring information provided is robust and accurate.

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

## **Job summary**

### **Key Result Areas:**

- Responsible for ensuring contractual arrangement in place maximise income opportunity and that P2Ps accurately reflect service provision and costs, working closely with the Strategy and Planning team, Financial Management and Divisions.

- Responsible for operational financial planning and submission, ensuring plans triangulate with workforce, activity and contractual and other income, and working closely with the Associate Director of Financial Management to ensure budgets are set to align with the agreed plan.
- Provision of regular financial information to FRBs, Trust Leadership Teams, and formal Committee structures including Finance and Infrastructure Committee and Workforce and Organisational Development Committee on CIPs by working closely with the Associate Director of Financial Services and Reporting.
- Responsible for developing, in collaboration with the Divisions, the CIP plans for the year ahead and beyond to capture on-going financial benefits realisation from approved business cases by working closely with the Associate Director of Financial Management.
- Responsible for the leadership, development and co-ordination of the Contracts, Financial Planning and Improvement services provided to both Trusts.
- Working with the Associate Director of Financial Management to ensure 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.
- Responsible for leading, co-ordinating, and providing technical financial and contracting advice and support to managers, particularly to the Finance Directors, Trust Leadership Team, Divisional Directors, and other Senior Leaders within the organisations.
- Responsible for influencing and challenging where necessary the financial decision-making of the divisions and strategic and operational judgements.

### **Key Responsibilities**

#### **Financial Advisor to Senior Leaders:**

- Responsible for leading the provision of financial and contracting advice and senior financial leadership to Senior Leaders across both Trust.
  - a. Supporting and influencing operational and strategic decisions.
  - b. Interpreting and explaining financial information to support decision making.
  - c. Advising on planning, business case development, ensuring both the capital and revenue implications are clearly articulated, working with the financial planning leads to ensure the ongoing implications are understood.
  - d. Analysing, advising on and mitigating financial risk across the Trusts and within divisions regarding CIP delivery.
  - e. Challenging behaviour that disregards the Trust's financial principles, policies, and procedures.

- Support the Senior Leaders by contributing expert financial advice, information, and guidance to FRBs, CIP Delivery Groups and Committees on the financial implications of operational policies, plans, and developments.
- Responsible for developing relationships across the senior leadership teams and through the divisional finance managers 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 leadership within the finance function and the divisions, ensuring that the contracts, financial planning and improvement team develops and maintains a customer focus to its service and meets clear standards of behaviour and service delivery.
- Leading the contracts, financial planning and improvement team, linking closely with the Associate Director of Financial Management to ensure income and expenditure budgets are aligned with planning assumptions.
- 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:**

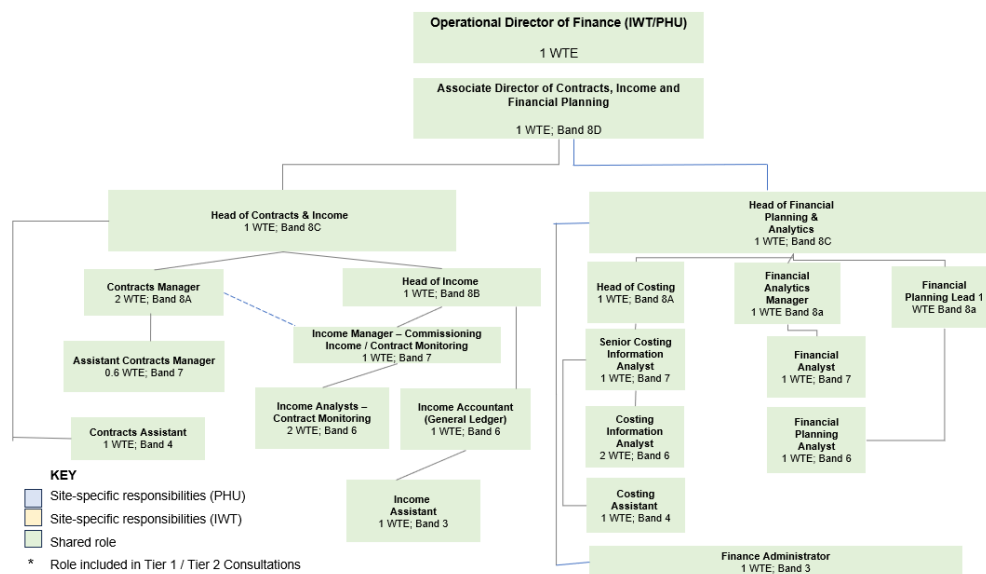
- Works with the Divisions and other Corporate functions to assess performance against recognised internal and external benchmarking analysis to identify service improvement and financial efficiency opportunities.
- Works closely with the Programme Management Office (PMO), Operational Director of Finance and the Group Director of Finance to identify, accurately cost, analyse, monitor, and report on cost improvements plans (CIPs) and savings schemes.
- Ensures there is a system in place to capture the on-going impact of approved business cases in terms of revenue to ensure future financial planning and CIP enable benefits to be tracked.
- Leads the process of consolidating all the CIP programmes and incorporating into the medium term financial plans to ensure one version of the truth.
- Development of longer term financial sustainability plans across both Trusts to understand and model the impacts of transformation schemes.

#### **External Partnerships:**

- To be the key finance lead for the Trusts on Hampshire and Isle of Wight Operational Planning/Financial Planning groups.
- To be the key link with NHSE on financial planning, contracting and income, productivity and cost saving metrics.

## Organisational Chart

### Finance – Contracts, Income and Financial Planning



The Associate Director of Contracts Income and Financial Planning reports directly to the Operational Director of Finance (IWT/PHU) 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 contractual, financial planning and improvement needs of both organisations and the executive. This will require matrix working and will include leading teams that work across both Trusts as one single corporate service.

### 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 holds a delegated budget from a budget for a department/service.

***Management/Leadership***

- The post holder is the line manager for the Contracts, Income and Planning teams, 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. They will directly line manage the Head of Contracts and Income, Head of Financial Planning and Analytics

***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>
----------	-----------	-----------	--------------------------------------

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CCAB qualified</li> <li>• Significant-Post Qualification Experience</li> <li>• Evidence of active continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Leadership Development programmes</li> <li>• 5 years post qualification experience in leadership role</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of operating at a senior leadership level in an Acute NHS finance environment</li> <li>• Extensive experience of leading a financial management function in a large complex organisation</li> <li>• Experience of transacting and implementing complex changes in accounting practice. (ie IFRS16, PFI, Commercial agreements, PbR and Costing)</li> <li>• A record of achievement in managing and improving NHS financial services</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of operating in a group /matrix function</li> </ul>	Application and Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge and understanding of the NHS finance environment.</li> <li>• Comprehensive knowledge and understanding of financial reporting skills and techniques.</li> <li>• Knowledge and understanding of strategic and operational planning, budgeting, contracting and performance monitoring.</li> </ul> <p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Advanced level analytical and interpretative skills and evidence of effective implementation</li> <li>• Ability to create and present highly complex finance, activity, and performance information to</li> </ul>		Application and Interview

	<p>a wide audience to board level.</p> <ul style="list-style-type: none"> <li>• Excellent communication skills, written and verbal, with ability to demonstrate fluency, clarity, and effectiveness at all levels.</li> <li>• Performance management of staff and resources</li> <li>• Leadership and management skills</li> <li>• Evidence of sound financial judgement</li> <li>• Evidence of policy and procedure development and implementation</li>   <li>• Motivation and enthusiasm and the ability to work effectively under pressure.</li> <li>• Outstanding influencing, negotiating and interpersonal skills</li> <li>• Collaborative management style, which recognises and values personal contributions and encourages team working.</li> <li>• The ability to analyse complex issues, to think and plan to achieve both tactical and strategic objectives and to exercise sound judgement in the face of conflicting pressures.</li> <li>• The skills to evaluate and learn from outcomes, with a clear commitment to innovation, learning and improvement.</li> <li>• Effectiveness on conflict resolution and management</li> </ul>		
--	--	--	--

## **Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with 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 times; 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 IOW 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 every day 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.