

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton  
Chief Executive Officer

## JOB DESCRIPTION

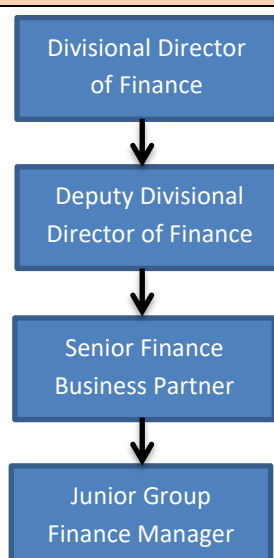
<b>Job Title</b>	Junior Group Finance Manager
<b>Pay Band</b>	6
<b>Department</b>	Operational Finance
<b>Division</b>	Division 3
<b>Reports to</b>	Senior Finance Business Partner (SFBP)
<b>Professionally Responsible to</b>	Divisional Director of Operational Finance (DDoF)

### JOB SUMMARY

#### JOB PURPOSE:

- The post holder will assist the DDoF /SFBP in providing comprehensive financial management support and advice to Directors, Senior Managers and Corporate Budget Holders.
- The post holder will be part of a team directly involved in the maintenance of the general ledger and budgetary control system which are used in the production of monthly financial statements for budget holders.
- As a senior member of the team, the post-holder will be expected to work independently and use their own initiative within their own sphere of work. Guidance will be available when required from the DDoF/SFBP.
- The post-holder will be responsible for ensuring compliance with all finance policies and procedures including Trust Standing Financial Instructions (SFIs).
- The post holder will supervise the junior staff within the Group and contribute to their training and personal development, enforcing Trust policies within the team.
- As a senior member of staff, the post-holder will be expected to become involved in financial matters relating to the whole Trust as and when required and contribute to the continuous improvement of team and Finance Department procedures.

### TEAM/DEPARTMENT STRUCTURE CHART



## KEY SKILLS

- These are covered in the Job Specification section

## KEY RESPONSIBILITIES

### Financial Reporting

- Produce accurate, timely and appropriate monthly financial and performance management information for the Group, including the monthly management accounts, within the timescales determined by the Trust. This will involve the collection, collation and processing of complex data from a variety of sources into appropriate information to allow input into the computerised ledger.
- Calculate accruals, prepayments and adjustments to be reflected in the monthly management accounts and maintain a clear audit trail by means of adherence to trust financial procedures and International Financial Reporting Standards (IFRS).
- Quality check month end reports for accuracy.
- Produce year end financial projections to assist in the management of budgets.
- Supervise FMAs and finance apprentices, including delegation of tasks as appropriate.
- Produce monthly variance reports and graphs to explain the in-month and year-to-date financial variances and run rates.
- Present complex financial and performance information to the Group Management Teams, other senior managers and clinical staff at a range of forums including regular Group meetings as well as one-to-one meetings with individual budget holders.
- Ensure that monthly financial performance information is communicated to budget holders within the Group and that any issues raised are addressed in an appropriate and timely fashion.
- Support the production of the statutory annual accounts including the provision of information and carrying out various end-of-year tasks including co-ordination of stock takes within the Group.
- With the guidance of the DDoF/SFBP, respond to queries from internal and external auditors.
- Maintain an awareness of contract activity and performance.

### Financial Planning

- Contribute to the development of and maintain an awareness of Group objectives and facilitate their achievement by the provision of a comprehensive financial management service.



- Work to achieve agreed objectives within Finance and the Group, acting as the lead financial specialist for that Group.
- Work closely alongside the Group Manager in the annual financial planning process for the Groups including identifying, co-ordinating and quantifying Service Developments, Cost Pressures, Cost Improvement Programmes (Cash Releasing Efficiency Savings) and Capital Bids to support the annual objectives.
- Lead the annual budget setting process for all specialties, within the Group for which they are responsible, in line with the Trust's timetable. Prepare a budget booklet for the Group giving a detailed breakdown of the calculation of each budget. Obtain the signed agreement of each individual budget holder within the Group to the proposed budget. Ensure that the combined budget reconciles to the control total set as part of the annual financial planning process.
- Identify threats to the financial stability of the Group and agree rectification measures with the relevant clinical or non-clinical managers. These plans will require monitoring thereafter to ensure that overall financial viability is being maintained.

#### **Resource Utilisation and Financial Control**

- Support the production of business cases within the Group, including leading the financial appraisal. This will involve analysis of highly complex data and the application of recognised investment appraisal techniques to proposals to facilitate decision making and ensure that developments can withstand robust financial scrutiny. The post-holder will be required to present business cases to the Group and Finance staff, explaining the reasoning behind calculations and recommendations.
- Assist in the negotiation of SLAs with external organisations for services provided by and received by the Group to ensure that income is maximised and best value for money is achieved respectively.
- Ensure that financial arrangements contained within Service Level Agreements with external organisations for services provided by or received by the Group are implemented to ensure that income is received and expenditure is not inappropriately authorised respectively.
- With the support of the procurement department, negotiate external contracts with suppliers.
- Take the financial lead on evaluation of tenders to ensure that the Group is providing best value for money.

#### **Costing and Capacity Planning**

- Contribute to the completion of the Trust's reference cost and NHS Improvement returns by assisting other finance staff as appropriate. This will include the gathering and validation of information from within Corporate Finance which will enable accurate costs of individual services to be established.
- Provide robust financial data to inform the negotiation of Business Cases and the annual contracting process.

#### **Financial Policies and Procedures**

- Train and provide advice to budget holders within the Group to enable them to comply with the Trust's Corporate Governance requirements as set out in the Standing Orders, Standing Financial

Instructions and Scheme of Delegation.

- Ensure that there are appropriate internal controls in place within the Group to manage expenditure appropriately and reduce the risk of fraud and other losses.
- Support the implementation of national policies across the Trust e.g. national tariffs and payscale changes and implement these within own areas.

### **Financial Accounting**

Help develop and maintain processes which deliver the Trust's Financial Accounting objectives for:

- Accounts Payable including compliance with the Public Sector Payment Policy.
- Accounts Receivable including improved debt recovery.
- Treasury Management including having an understanding of working capital and helping to ensure the Trust's cash-flow is optimised.
- Statutory Accounting including the production of the Annual Accounts.

This will involve liaising with budget holders for authorisations where appropriate, ensuring appropriate authorisation has been given prior to the delivery of services.

Negotiate with NHS/external organisations over cost/service issues, effectively resolving disputes to facilitate payment and improve cash-flow.

### **Quality Assurance**

- To ensure that the process of financial management takes into account the need to enhance the quality of care provided within the hospital.
- To help ensure that the process of financial management provides complete, accurate, timely and consistent information, in line with recognised best practice.
- Review and update financial procedures and processes that may impact on the Group and implement required changes to ensure compliance.

### **Other**

- Participate in the planning, development and implementation of Financial and Operational IT systems, for example the Electronic Staff Record, Cognos reporting tool etc.
- The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

## **BUDGETARY AND RESOURCE MANAGEMENT**

- Not Applicable – No Direct Budget or Resource Management

## **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

### **Staff Management**

- Be responsible for the day to day co-ordination of finance staff (FMAs and finance apprentices) in the Group, providing practical/specialist training and appropriate delegation of work to staff.
- Be responsible for the day to day management and supervision of finance staff (FMAs and finance apprentices) in the Group, including motivating junior staff to meet deadlines and targets, recruitment, implementation of HR policies and Finance policies (e.g. Standing Orders, Standing Financial Instructions) and dealing with performance issues.
- Be responsible for the personal development of finance staff (FMAs and finance apprentices) in the Group

### **Education and Training**

- Maintain in depth specialist knowledge - theory and experience - of financial and accounting procedures, financial aspects of NHS legislation and NHS financial policies.
- Contribute to the development of a training strategy in financial and performance matters in conjunction with the department's Finance Training Co-ordinator.
- Participate in the formal training of financial and non-financial staff in financial and performance matters.
- Ensure that Standing Financial Instructions (SFIs) are followed within the Group, involving training and advising staff and monitoring compliance. Where breaches are discovered, ensure appropriate action is taken, in compliance with Trust policies.

## **RESEARCH AND DEVELOPMENT**

- Not Applicable – No R&D involvement in the role

## **EFFORT**

### **Physical Effort**

- This is largely an office based job, requiring long periods of time (sometimes all day) working at a desk, on a PC. The post-holder will also be required to make regular visits to all Trust sites for meetings and training. Travel outside the Trust will also be required from time to time, usually within the West Midlands area.

### Mental Effort

- The job requires an ability to concentrate for long periods of time. Complex calculations and analysis need to be carried out – often at very short notice and under pressure. At certain times, large quantities of data will need to be accurately input to the general ledger to strict time deadlines. Month-end and year-end are particularly busy times when long hours may be required at short notice to meet reporting deadlines. The post holder is expected to be able to maintain concentration throughout the working day to ensure that high quality, accurate work is produced.

### Emotional Effort

- Emotional effort is required to deal with the stress related to the requirement to inform senior managers and clinicians of resource limitations that prevent them from taking a preferred course of action. The post-holder will also be required to challenge senior staff regarding assumptions regarding resource requirements/performance monitoring data. This may be in a 1:1 situation or may be in a formal meeting (e.g. department management meeting), which can be difficult and stressful.
- The job may require the processing of sensitive data relating to patients or staff.
- Resolving pay queries frequently involves the jobholder with delicate discussions with staff, which can be difficult and heated and require exercise of tact and respect of privacy needs.
- Frequent concentration is required with unpredictable work patterns.
- Requirement to concentrate for long periods when analysing complex data, preparing financial reports, inputting data, checking and reconciling information – frequently throughout the working day.
- Some tasks may need to be completed at short notice.
- Negotiating disputes with external bodies can also be stressful.

### TRUST VISION & VALUES

#### *DO NOT AMEND THIS SECTION*

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

### ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.



All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: .....

## PERSON SPECIFICATION

<b>JOB TITLE: Junior Group Finance Manager</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>GCSE Grade 4 or above in Maths &amp; English.</li> <li>Demonstrating significant progression towards a professional accountancy qualification. (CCAB) or significant relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Significant relevant experience working in Management Accounts</li> <li>Evidence of accurate production and monitoring of financial performance information and regular liaison with budget holders.</li> <li>Good Understanding of management accounting concepts and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Working Knowledge or an interest in NHS including understanding of key targets and the performance management framework</li> <li>Experience working within the NHS or another large complex organisation</li> </ul>
<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Ability to supervise junior staff, enforcing Trust policies/SFIs.</li> <li>Numerate with strong analytical skills.</li> <li>Proficient in the use of spreadsheets, databases and computerised ledger systems, requiring good keyboard skills.</li> <li>Good written and verbal communication skills.</li> <li>Ability to explain financial concepts to non-finance staff.</li> <li>Ability to interpret and present financial information in a meaningful way to aid decision making.</li> <li>Ability to influence/negotiate with operational and clinical staff on contentious issues – e.g. Cost Improvement Programmes.</li> <li>Ability to prioritise workload and achieve</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



tight deadlines. <ul style="list-style-type: none"> <li>• Evidence of strong team working skills.</li> <li>• Ability to use initiative to overcome problems.</li> </ul>	
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Commitment to development and training of staff.</li> <li>• Displays smart appearance and integrity.</li> <li>• Reliable, punctual, pro-active approach. Ability to travel to fulfil the role, both between hospital sites and elsewhere, as required.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>