



## **JOB DESCRIPTION**

<b>TITLE:</b>	Chief Finance Officer
<b>LOCATION:</b>	Trust HQ, Priestley Wharf
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>BAND:</b>	Local Trust Management Pay & Conditions

### **SUMMARY**

The Chief Finance Officer will ensure the Trust makes good use of its resources to support our Best Care: Healthy Communities vision by providing high quality leadership for financial strategy and delivery and ensuring we have a robust performance management system.

The Chief Finance Officer is responsible for:

- ensuring the Trust has a clear financial strategy consistent with our vision, a robust annual financial plan and an effective system of financial control;
- providing professional leadership for finance, contracting and procurement;
- ensuring the Trust meets our statutory financial obligations and our financial obligations to external regulators and auditors;
- designing and delivering an effective system of performance management to ensure we deliver our annual objectives and performance targets;
- delivering our Information Strategy to support teams to deliver good care;
- leading our negotiations with commissioners in line with our agreed strategy;
- ensuring the Trust has an effective procurement strategy;
- undertaking the role of Senior Information Responsible Officer (SIRO) and Local Security Management Specialist (LSMS).

The Chief Finance Officer is a voting Executive Director and will therefore play a full role in the work of the Board in setting organisational strategy and culture and ensuring delivery.

Although all Directors have responsibility for delivery across the four strategic objectives that the Trust has set as part of our future vision, the Chief Finance Officer has particular responsibility for working with colleagues to deliver our ambitions for Making Good Use of Resources.

The Chief Finance Officer will work closely with partners from across the two STPs in which the Trust is a partner (Birmingham & Solihull and The Black Country & West Birmingham) to ensure the Trust makes a full contribution to the delivery of effective, integrated healthcare for our populations.

## **RESPONSIBILITIES**

### **FINANCIAL STRATEGY, PLANNING AND DELIVERY**

- Ensure financial discipline, delivery and accountability within a complex local health system comprising two STPs and other collaborations.
- Set a robust financial strategy for the Trust that is consistent with our Best Care: Healthy Communities vision and strategy supported by a three year financial plan that takes full account of the national and system context within which we operate.
- Lead the process of producing an annual financial plan for the Trust working closely with the Director of Strategy & Partnerships and the Chief Operating Officer.
- Ensure the Trust has effective systems of financial control and report regularly to the Board, Finance & Performance Committee and Management Board on income, expenditure and forecast outturn to ensure delivery of our financial plans.
- Ensure the provision of comprehensive financial services to the organisation including production of budget proposals, development of effective budgetary control systems, the provision of accurate and timely information/advice and compilation of monthly management returns and end of year accounts for statutory and/or regulatory purposes.
- Oversee our financial systems and internal controls, including the development and modification of accounting systems when required.
- Manage relationships with internal and external audit functions and, with the Chief Executive Officer, play a leading role in liaison with any regulatory bodies.
- Develop and maintain a strong Service Line Management / Service Line Reporting approach to financial performance ensuring that divisions understand the contributions their services make to the Trust's overall position and where they need to act to improve these.
- Develop the use of PLICS as a way of understanding and driving the good use of resource within our services.
- Working with the Executive Team, ensure an effective process for the development, monitoring and delivery of our annual Cost Improvement Programme taking account of available benchmarking information.
- Working with the Executive Team, lead the development and delivery of an annual Capital Programme that supports the Trust vision and strategic objectives.

### **CONTRACTING**

- Lead the development and delivery of the Trust's contracting strategy ensuring that contract agreements are agreed in line with our financial strategy and annual plans.

- Ensure that the Trust's approach to contracting takes account of the strategy of the STPs / ICS's within which we operate and the national planning guidance.
- Working with the Chief Operating Officer, Medical Director and Director of Nursing & Therapies ensure that the Trust's divisional leadership teams and clinical teams are effectively engaged in our annual contractual negotiations.
- Working with the Director of Strategy & Partnerships, ensure that the Trust is able to respond successfully to opportunities to assess and bid for service contracts outside of the annual NHS contract round.
- Oversee the development of the business cases for new service developments and service contracts ensuring that they support our ambition to make good use of our resources.
- Working with the Director of Strategy & Partnerships, ensure that the Trust has effective systems for delivering our contractual commitments and engaging with commissioners.

## **PERFORMANCE MANAGEMENT**

- Develop, and ensure the delivery of, an effective Performance Framework for the Trust that supports the principle of devolved responsibility and ensures effective delivery of our commitments.
- Oversee the production of a monthly Quality & Performance Report that provides a clear summary for the Board of performance across the Trust's four strategic objectives including agreed action to tackle indicators that may be off track.
- Working with the Chief Operating Officer, ensure that the Trust has an effective monthly performance management system holding divisions accountable for delivery of their objectives building on the current Performance Management Executive.
- Working with the Executive Team, ensure that the Trust's performance report and scorecard reflects the contribution of the Trust to the success of the local system and our obligations to NHS England & Improvement.
- Working with the Director of Strategy & Performance contribute to the development of the Trust's quality improvement methodology ensuring that our approach reflects opportunities to deliver improved use of resources and that teams are supported with the information they need to deliver improvement.

## **INFORMATION**

- Develop and deliver an Information Strategy that ensures the Trust has the information it needs at all levels to deliver our Best Care: Healthy Communities vision and strategy.

- Ensure our clinical and operational teams have access to the information they need to provide safe, high quality care, support our workforce and deliver our financial plans.
- Working with the Chief Operating Officer, ensure the alignment of our Digital Strategy and our Information Strategy so that they support each other effectively.
- Undertake the role of Senior Responsible Information Officer (SIRO) for the Trust.

## **PROCUREMENT**

- Develop and deliver a robust procurement strategy for the Trust that supports the delivery of our Best Care: Healthy Communities vision and strategy.
- Ensure that the Trust has an effective procurement function delivering value for money for the organisation.
- Work closely with other trusts in our system to identify opportunities to improve procurement and / or secure better value for money by working together.
- Ensure that the Trust participates in and makes good use of the available benchmarking information in relation to procurement in the NHS.

## **LSMS**

- Undertake the role of lead Director for Local Security Management Service (LSMS) for the Trust.

## **OTHER RESPONSIBILITIES**

### **On Call Rota**

- Participate in the Executive Director on-call rota.

### **Equality and Diversity**

- Ensure that good principles relating to diversity and equality are mainstreamed through all working practices.

### **Sustainability**

- The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trusts resources are used efficiently with minimum wastage throughout their daily activities
- Minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### **Performance Management**

- All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline/competency requirements.

### **Health & Safety at Work**

- Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

### **Equal Opportunities**

- Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

### **Safeguarding**

- It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Smoking**

- The Trust operates a No Smoking policy.

### **Mobility**

- Whilst the postholder will be based at Priestley Wharf this is a Trust wide appointment and travel around the Trust may be required.

### **Confidentiality**

- Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

### **Dignity in Care**

- Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.
- All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

### **Infection Prevention and Control**

- The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

### **Job Description**

- This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

February 2020

