



Job description

Job title	Head of Finance
Grade	Grade J
Reporting to	Hospital Director
Line Management	Financial Accountant Management Accountant Supplies & Logistics Lead Business Intelligence Manager Coding
Location	Sulis Hospital Bath
Role Summary	<p>This role is part of the Senior Management Team for the hospital and will report directly to the Hospital Director and will take a proactive role in supporting innovation, continuous improvement and cost reduction initiatives across the organisation, including opportunity assessments, business case development and benefits delivery tracking. The Head of Finance will also be expected to proactively support knowledge-sharing around the organisation's finances across the organisation and RUH NHS Trust</p>
Main Duties and Responsibilities	<p><u>Financial Planning & Analysis:</u></p> <ul style="list-style-type: none">• Develop the financial framework for the setting of short and long-term business plans within the organisation, including the annual budget setting.• Review financial and operational performance of the organisation against KPIs and analyse the risks

and opportunities for the hospital's business strategy.

- Manage the hospital's capital expenditure strategy and budget priorities for the year and regularly monitor and maintain the Fixed Asset Register for the hospital.
- Provide expert financial and business advice to colleagues across the organisation, including guidance and support to both financial and non-financial managers.
- Provide expert advice for appropriate accounting treatment of transactions and interpret any changes to statutory accounting regulations including International Financial Reporting Standards (IFRS) and support colleagues within the organisation that may be impacted.
- Lead and carry out projects and contribute to the strategic planning of team projects, identifying interdependencies across functions and what the potential impacts are on the wider organisation/ RUH group.
- Prepare detailed costings for proposed projects and business cases, identifying any financial risks and funding options. Liaise with colleagues and management to ensure that business cases and projects are prioritised and presented at the appropriate committees for approval.
- Managing a relationship with RUH Finance Team

Financial Stewardship & Control:

- As part of the annual budget setting process, collaborate with SMT and Unit Leads to identify and assist in delivering the savings and efficiency programme target for the hospital and lead the development of the programme and maintain and analyse progress against the business plan.
- Maintain and review finance policies for the organisation and ensure that financial controls and processes are adhered to across the hospital to ensure good financial governance.
- Being the lead contact for the annual external audit for the organisation. Ensuring requests and samples are submitted to the organisation's appointed auditors on a timely basis.

- Responsible for the oversight of Treasury Management, leading the financial services team lead by the Financial Accountant - ensuring transactional postings are accurate and timely, and ensuring all balance sheet control accounts are reconciled.
- Oversee the short-term cash flow and working capital forecasting for the hospital and flagging any treasury management risks and suggestions for mitigations.
- Ensure capital allocation cases are presented to SMT, meeting the minimum acceptable standards in line with hospital policies.
- Responsible for checking and authorising payroll sign off via BACS Bureau.
- Collaborating with HR and Payroll to ensure the HR and Payroll system is used effectively, and staff are coded against their cost centres correctly.
- Be a key member of the hospital's Remuneration Committee in signing-off on any requests for recruitment and staff change requests, ensuring that these follow the business plan for the organisation.
- Approver for supplier payment runs.
- Lead on tax computations for VAT and Corporation Tax for the organisation.
- Oversee and take responsibility for the financial elements of the Supplies Team, ensuring that processes and systems are in place to be effective in the control of supplies to Sulis, fiscal stability is in place and opportunities to reduce costs and/or efficiencies are taken and developed

Financial and BI Reporting:

- Lead the Management Accountant in the preparation of monthly set of Management Accounts for the hospital, ready for reporting to the Senior Management Team, Executive Board and the NHS Trust Shareholders.
- Ensure that the Annual Report (including strategic report, year-end financial statements and notes to the accounts) are produced in accordance with applicable legislation and accounting standards,

ready for external audit and Companies House filing.

- Be a participant in Departmental Performance Reviews with budget holders to explain the financial performance of their budgets and answer any queries that may arise.
- Monthly reporting to present the financial performance for Sulis to the Executive Board.
- Lead the Business Intelligence team to ensure that statutory NHS and other reporting is completed in line with contractual timeframes. NB: performance reporting to report to Head of Corporate Development
- Regular activity reporting (SLAM) and ensure that the organisation's financial contracts with Integrated Care Boards and Medical Insurers are monitored and invoiced for.
- Ensure that any Management Information and internal reporting is available upon request and continue to develop the BI team to migrate reporting dashboards to Power BI.
- Leading the Clinical Coding function, ensure that all treatment activity is clinically coding in line with ICD-10 and OPCS-4 classifications and ensure SUS and PHIN reports are submitted including this data.
- Ad hoc reporting as required.

Stakeholder Engagement:

- As a member of the Senior Management Team, this role will be required to engage with employees and other stakeholders across the hospital and provide leadership support for the hospital, not necessarily finance focused.
- Be the key contact for Consultant Surgeons, Anaesthetists and Radiologists for finance queries.
- Be the key contact for the bankers for Sulis Hospital Bath, arranging annual reviews, as well as regular engagement catch-ups when required.
- Lead engagement with Private Medical Insurers to maintain contractual relationships with the hospital.

	<ul style="list-style-type: none"> • Monitor the effectiveness of the Finance Team and all under the auspices of the post to ensure sustainable resources are in place to manage the workload in the most effective and efficient manner. Liaison with the Hospital Director and HR will enable optimisation <p><u>Contract Management:</u></p> <ul style="list-style-type: none"> • Contract management for Integrated Care Boards (ICBs), NHS Trusts and any other commissioning/partnering bodies, eg 3rd party providers (in conjunction with the relevant SMT member) with Annual Planning Assumptions and Indicative Activity Plan to agree contractual values for the year. • Regular contract review meetings with NHS bodies to ensure that the hospital is compliant with contractual agreements and continued working relationships with commissioners. • Review of changes in NHS tariffs and the updates required and impact to the hospital. • Self-Pay price management, ensuring the hospital's pricing is competitive and reflective of the costs of treatment. • Tariff negotiations with Private Medical Insurers and agreement of any new tenders or networks available for the hospital to join. • Maintenance of contracts and tariffs in hospital's billing system to ensure accurate and timely billing.
Safeguarding children and vulnerable adults	All employees and volunteers working within Sulis Hospital have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults. Initial and refresher training is available to enable you to understand and carry out your duties in relation to safeguarding.
Health and Safety	<ul style="list-style-type: none"> • To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions. • To co-operate fully in discharging the Sulis Hospital policies and procedures with regard to health and safety matters. • To immediately report to their manager any shortcomings in health and safety procedures and practice.

- To report any accidents or dangerous incidents to their line manager and safety representative as early as possible.
- To use protective clothing and equipment where provided.

Compliance Responsibilities and Confidentiality

Sulis Hospital provides NHS care under Standard Acute contract and is currently registered and monitored by CCG through their contracts. Its activity is regulated and monitored by the Care Quality Commission; consequently, the post holder is expected to work in compliance with the Health and Social Care Act 2012 (Regulated Activities), the Care Quality Commission (Registration) Regulations 2014 and other relevant and subsequent legislation.

The post holder must maintain confidentiality of information about staff, patients and Sulis Hospital business activities and are expected to respect the requirements under the Data Protection Act 1998 and Access to Health Records Act (1990) and any new appropriate legislation that affects safe patient care within their sphere of working.

Comply with Sulis Hospital's Information Security Management Policies, a copy of which is available online in Insight, to ensure that information systems such as the internet, intranet access, e-mail, desktop systems, and mobiles are used in a professional manner for business purposes only. Information held on such systems must be treated as confidential, especially where that information relates to patients.

The post holder will comply with all Infection Prevention and Control policies and take the appropriate action fitting their role to actively prevent or reduce the incidence of healthcare associated infections.

Staff have a responsibility to reduce and recycle waste and save energy and water.

Undertake initial and refresher mandatory training to ensure compliance at all times

This job description is not an exhaustive list of duties but is intended to give a general indication of the current range of work undertaken and will vary in detail in the light of changing demands and priorities within Sulis Hospital.

Person specification

Person specification	Essential	Desirable
1. Physical requirements	<ul style="list-style-type: none"> Occupational Health clearance for the role specified. 	
2. Education and qualifications	<ul style="list-style-type: none"> Educated to degree level. Hold a CCAB finance qualification with post-qualification experience (ACCA, CIMA, ACA). Record of continuous professional development. Extensive post-qualification experience 	<ul style="list-style-type: none"> Experience in project management with evidence of formal training (e.g. PRINCE2) Member of CCAB body.
3. Previous experience relevant to the post	<ul style="list-style-type: none"> Significant, relevant experience in a senior finance role, with experience of managing a finance team. Experience of working in healthcare and knowledge of NHS financial frameworks. Familiar with all aspects of management accounts and budget preparation, including forecasting. Experience in statutory annual accounts preparation and Companies House filing. Project Management Skills 	<ul style="list-style-type: none"> Experience in the private hospital sector. Presentation skills, and experience of public speaking. Experience in using Power BI and other data visualisation tools.
4. Skills, knowledge and abilities	<ul style="list-style-type: none"> Excellent interpersonal skills and able to develop good relationships with colleagues. Advanced IT and Excel skills. Strong attention to detail. Ability to work to tight deadlines. 	

	<ul style="list-style-type: none"> • Strong analytical and problem-solving abilities with a commercial mindset. • Ability to analyse complex financial information and communicate analysis and options for decision-making. 	
5. Aptitude and personal characteristics e.g. aptitude for figures, special demands of the post	<ul style="list-style-type: none"> • Confident with large volumes of data. • Comfortable and experienced with working with different stakeholders. • A positive attitude and forward thinking. • Highly adaptable and ability to problem-solve. 	

I confirm that I have read all the information detailed in this Job Description / Person Specification and understand what is expected of me:

Signed

Postholder
Date

Signed

Manager
Date