

<b>Job Title:</b>	Group Chief Finance Officer
<b>Accountable to:</b>	Group Chief Executive Officer
<b>Reports to:</b>	Group Chief Executive Officer
<b>Responsible for:</b>	Financial strategy, planning / management, resourcing strategy and procurement.

## Main Organisational Relationships

<b>Internal:</b>	Group Chief Executive Officer, Group Deputy Chief Executive, Group Executive Directors and Non-Executive Directors, Hospital / MCS / LCO Chief Executives and their teams, Corporate Directors, Director of Procurement, Director of Financial Recovery, and Governors.
<b>External:</b>	NHS England - nationally / regionally – Healthwatch, GM ICB, Department of Health and Social Care and Manchester City Council, Trafford Borough Council.

## Job Summary

- The Group Chief Finance Officer will work with, and as part of, the Group Board of Directors to provide leadership to deliver the strategic ambitions of Manchester University NHS Foundation Trust (MFT).
- The Group Chief Finance Officer will provide strategic and operational advice to the Group Chief Executive and the Group Board of Directors on all operational and associated business.
- The Group Chief Finance Officer will maintain strong working relationships with partners across Manchester and Greater Manchester to facilitate the implementation of the Trust's strategic and operational plans.
- The Group Chief Finance Officer contributes to the Group Executive Director Availability Rota.
- The Group Chief Finance Officer will be responsible to the Group Chief Executive for financial management, planning / strategy and procurement. This specifically includes the design and stewardship of credible financial policies, procedures, practices and reporting regime through to the Board of Directors.
- The post holder will maintain oversight of the systems and processes in place to ensure financial probity and adherence to Standing Financial Instructions and other relevant policies.
- Through the relevant Directors the post-holder will also have specific responsibilities for procurement aligned to financial recovery, involvement in the redevelopment of NMGH and being actively involved in material strategic capital cases whether they are contracting or commercial.

## Duties & Responsibilities

The post holder will be a member of the Group Executive Director Team working directly to the Group Chief Executive Officer providing leadership to the organisation. Each of the Group Executive Team holds a broad portfolio of responsibilities with the expectation that they will work together as a cohesive team on a range of initiatives in support of the corporate management of the Trust, in keeping with the Trust's Constitution.

## Key Responsibilities

- Fulfil statutory responsibilities as a member of the Group Board of Directors and ensure that the Trust adheres to national policy and practice in all of the postholder's key areas of responsibility.
- Encourage continuous improvement and organisational development, specifically ensuring that those with governance responsibilities have the financial capabilities necessary to deliver their roles effectively.
- Be proactive in managing change and risks, focusing on outcomes and helping to resource plans for change and development.
- Provide impartial professional advice and meaningful financial analysis and interpretation, to enable the development of strategy, planning, decision making and control.
- Contribute to the continued development and implementation of the internal clinical service redesign and improvement, ensuring the Trust remains at the forefront of service delivery and clinical service innovation in line with any potential changes to the external environment.
- Establish and maintain excellent internal and external relationships, ensuring effective communication of Trust objectives and plans whilst supporting an active agenda of clinician engagement and patient involvement.

## Principal Duties

- Ensure policies and procedures are in place for sound forecasting, monitoring and management of the Trust's cash to secure liquidity and financial stability and to meet the Trust's statutory financial responsibilities. Implement financial management policies, to underpin long term financial health and sustainable finances and review performance against them.
- Ensure the finance function has a major involvement in the Trust's overall management processes including active involvement and influence on all material business decisions.
- Formulate the annual corporate financial plan to cover both revenue and capital issues.
- Ensure accurate, timely and relevant financial information is provided to the Group Chief Executive, Board of Directors and Hospital / MCS / LCO Chief Executives on the budgetary performance of the Trust to enable the preparation of annual budgets.
- Translate income generation and cost improvement requirements, set by the Group Chief Executive and the Board of Directors / Finance and Digital Scrutiny Committee, into clear, cost and assigned financial targets to fully meet the requirements of the annual financial plan.
- Develop resource allocation strategies to deliver business priorities, based on an understanding of present and longer-term needs.
- Ensure that opportunities and risks are fully considered and consistent with the overall financial strategy of the Trust.
- Be responsible for monitoring and reporting on financial performance, linked to related performance information and strategic objectives.
- Work with executive colleagues to ensure that Financial, Service and Workforce Strategies are aligned and are financially robust and sustainable.
- Lead the promotion and delivery of good financial management so that resources are safeguarded, used appropriately, economically, efficiently and effectively.
- Be the Executive lead and accountable officer for the MFT procurement function and all its duties.
- Create a Commercial strategy and function for MFT to strengthen and broaden our commercial activity .

# Job Description.

## Public Accountability and Stewardship

- Responsible for the financial control and accounting systems of the Trust and to review the Trust's Standing Financial Instructions and internal financial control procedures.
- Prepare statutory annual accounting returns in accordance with NHS E deadlines.
- Ensure that the Trust's capital assets are managed effectively and reflected accurately by the asset register and the Trusts balance sheet.
- Manage the Internal Audit function, to ensure a professional relationship with and financial input to, the Audit Committee and External Audit as required.
- Responsible for the accuracy of payments, including salaries, wages and payments to suppliers. Manage the cash flows relating to creditor payments, payroll billing and investments including forecasting of such, to ensure the Trust's External Financial Limit is not exceeded.

## Partnership Working and Staff Management

- Further develop effective partnerships with all relevant organisations, both NHS and private partners, through sharing of appropriate information and improved joint planning processes.
- Lead in the motivation and development of staff in Finance, and Procurement through effective appraisal and personal development planning, and other supportive employment practices.
- To sustain effective relationships with finance leads nationally and regionally including across the Greater Manchester system.
- Maintain effective communications with other Directors and corporate operational teams to ensure delivery of clinical operations and all other aspects of the portfolio, as appropriate.
- Develop excellent relationships with the local community, including GPs, health organisations, interest groups, and patient reference groups as appropriate.

## EQUALITY, DIVERSITY, AND INCLUSION

- Fulfil legal responsibilities as a member of the Group Board of Directors and ensure that the Trust adheres to the Equality Act 2010 to improve equality, diversity and inclusion, and to enhance the sense of belonging for NHS staff to improve their experience.
- Making continuous improvements to help ensure services and workplaces are free from discrimination and creating a culture of belonging and trust. We must understand, encourage and celebrate diversity in all its forms.
- To improve the outcomes for protected groups across the health system and always ensure the maintenance of confidentiality.
- Leadership, system, and culture change to create inclusive workplaces.
- The post holder should carry out their duties in a way that supports equality and diversity at all times.

# Job Description.

## INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attend mandatory training, including infection control and to provide support to the Director of Infection Prevention & Control.

## HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. The post-holder will equally have a responsibility to ensure that they do nothing to jeopardise the health and safety to either themselves or of anybody else. The Trust's Health and Safety Policies outlines responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

## SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

## SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

## CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

## TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## NO SMOKING POLICY

The Trust operates a no smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. It is not intended to be an exhaustive list. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

	Attribute	Essential	Desirable
<b>Qualifications - Academic / Professional</b>	<ul style="list-style-type: none"> <li>General education to degree level or equivalent work experience operating at Master level or equivalent experience.</li> <li>Second degree/master's level qualification in a related subject or equivalent knowledge, training and or equivalent experience.</li> <li>Qualified Accountant with a recognised accountancy body.</li> <li>Track record of recent and relevant continuous development.</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	
<b>Skills, Knowledge Requirements &amp; Experience</b>	<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>Experience as Chief Finance Officer or Deputy within a large complex NHS organisation or specifically within an Acute Hospital / NHS Community Group structure which includes a significant Research and Teaching portfolio.</li> <li>Relevant experience of working in complex NHS organisations or systems.</li> <li>A proven ability to deliver consistently to NHS standards of operational performance.</li> <li>A track record of leading programmes of change including outcome improvement and cost reduction.</li> <li>Experience of leading procurement</li> </ul> <p><b>Effective Partnerships</b></p> <ul style="list-style-type: none"> <li>A commitment to system and organisational excellence.</li> <li>A commitment to close working with health and social care partners in Manchester &amp; GM.</li> <li>Knowledge of current financial and planning systems.</li> </ul> <p><b>Wider NHS and health context</b></p> <ul style="list-style-type: none"> <li>Knowledge of current national and GM NHS / Care systems.</li> <li>A solid and evident understanding of NHS dynamics and the values of the UK public sector.</li> <li>Experience of working within a national or regional context in the NHS or other relevant areas.</li> <li>Experience within a national or regional role</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills and personal credibility, with the ability to quickly gain the confidence of and build relationships with others, including managers, clinicians and staff.</li> <li>Innovation and creativity – ability to make decisions that encourages new ways of working and develop a culture of innovation with a willingness to take calculated risks.</li> <li>Achievement focused – ability to set targets and get things done to achieve continuous improvement.</li> <li>Politically astute.</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	

# Person Specification.

	Attribute	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> <li>Resilient under pressure and calm in a crisis.</li> <li>Sets high standards for self and team and motivates and inspires others to achieve these.</li> <li>Committed to support and deliver a culture of continuous learning for both self and team.</li> <li>Initiative – sees opportunities and acts on them – proactive rather than reactive approach.</li> <li>Decision making – ability to make decisions based on an analysis of key financial, people or service concepts.</li> <li>A commitment to the ethical standards expected of public sector leaders in the UK including the fit and proper person's test.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	