

Business and Performance Advisor

Band: Band 8A

Hours of work: Full time – 37.5 hour per week

Location: Addenbrookes

To whom responsible: Divisional Head of Finance

Job summary

The purpose of the post is to support the senior divisional business unit team. The post will provide in depth analytical support to the Divisional Head of Finance covering the Division. The Business and Performance Advisor will represent the finance function at Division Management and Operational meetings and provide strategic financial and business planning advice in line with Trust objectives. The post holder is expected to interpret Trust policy and be skilled in presenting highly complex and sometimes uncomfortable information and make persuasive arguments for a course of action to a range of senior managers.

The Business and Performance Advisor will provide expert knowledge on financial issues in the context of NHS finance policies and will be experienced in financial management.

At all times the Business and Performance Advisor must ensure that statutory, NHS and other returns conform to national accounting standards to reflect a true and fair view and meet national and Trust timescales. The post holder must adhere to Professional Bodies' requirement for Continuing Professional Development, maintain an understanding of changes in the NHS Financial Regime and, guided by national policy, develop implementation strategies.

The Business and Performance Advisor is expected to ensure that finance systems and processes are appropriate and efficient to meet the business needs of the Trust.

Key Duties and Responsibilities:

Strategic Planning and Development

- Provide financial input to the strategic planning agenda for divisions. Draw up divisions long term financial plans.
- Provide dynamic financial planning that reflects uncertainties and can be updated and adjusted as circumstances evolve. Work with divisions to resolve often conflicting plans for financial balance.
- Perform investment appraisal and highly complex financial analysis of Trust development proposals and business cases which may involve other organisations; identify and compare income, cost and financial risk for a range of options and make recommendations.

- Support on department financial issues and implement both department and Finance wide objectives throughout the organisation
- Identify opportunities for financial savings and highlight areas of risk. Report on progress in year.

Budgetary Performance

- Responsible for budget setting for a Division. Support on setting the annual budget; support and negotiate with division managers to meet all efficiency and savings targets and achieve a balanced division position.
- Provide financial leadership and present highly complex financial management information to senior division staff and Trust Executive Directors.
- Provide guidance to Division managers and challenge assumptions to ensure the development of robust financial forecasts. Monitor and review division forecasts to ensure that plans are implemented and action is taken to revise them if necessary
- Ensure that the requirements of Finance are balanced with the need for local flexibility in setting priorities and meeting Trust objectives.
- Coordinate the provision of financial reports and analysis through the Division Financial Analyst and supporting staff. Manage the provision of financial management information, analysis and advice to Executive Directors, Division General Managers and other senior staff throughout the Trust
- Take an active role, with Division General Managers and other managers, in developing long term plans for efficiency savings and improvements in value for money. Identify ways to reduce costs and maximise income from all sources.
- Develop with divisions an awareness of financial performance requirements, and of the need for budgetary control
- Provide information for external reporting and compile statutory annual reports as necessary.

Managerial

- Take an active role in developing finance staff through on the job training, professional academic studies, and other approaches such as mentoring.

Technical

- Initiate continual improvement in accounting systems and practices to meet the performance monitoring needs of the Trust.

- Responsible for the development and implementation of financial policies and procedures across all divisions.
- Identify, recommend and implement improvements in the financial management team performance, including regular review of systems, processes, and policies.
- Make use of comparative tools such as benchmarking in developing rolling financial plans and lead on developing their use in divisions.
- Provide input to the costing, pricing and financial planning activity of the Trust, including reviewing all costs and prices and recommending changes to contracts where appropriate.
- Undertake the required financial reviews in the evaluation of tenders for new or renewal of contracts.
- Lead on the financial management requirements for the production of annual statutory accounts in accordance with current professional accounting standards and conventions.

Training

- To take the Financial Management lead on identifying the financial training needs and requirements of Divisions and to provide the resources and materials to address these.
- To construct and deliver Financial Awareness training to all levels of staff in the Trust.
- To participate in Trust wide training and communication initiatives.
- To ensure that all managers are aware of, and act in, accordance with Standing Financial Instructions.

Corporate/General

- To comply with the requirements of the Data Protection Act with regard to the confidentiality of personal information and patient confidentiality.
- To undertake any other duties as required, which are consistent with the grade and nature of the post.

Communication And Working Relationships

Internal

- Executive and Non Executive Directors
- HR staff
- Managers and budget holders throughout the Trust
- Finance Staff at all levels of the organisation
- Internal Audit

External

- Staff at other NHS bodies/ Non NHS bodies
- Senior staff at the Clinical School and other University departments
- External Auditors
- Government Agencies
- Commercial Organisations

General Compliance:

1. To comply with all Trust Policies and Procedures, with particular regard to
 - Risk Management
 - Confidentiality
 - Equal Opportunities
 - Health & Safety
 - Data Quality
 - Information Governance
 - Freedom of Information
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received an annual update on infection prevention and control issues including hand hygiene. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 1998 and the common law on confidentiality. All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. This appointment is therefore subject to a satisfactory Criminal Records Bureau Disclosure of the appropriate Level if required.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and annual updates, this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you work towards the Knowledge and Skills Framework of the post. This is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
10. To uphold the Trust Values and Behaviour standards.
11. Perform any other duties that may be required from time to time.

Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.