

Job Description

1. Job Details

Job Title:	Finance Manager – Financial Accounting
Job ID:	TBC
Pay Band:	7
Reports to (Title):	Head of Operational Finance
Accountable to (Title):	ICB Director of Finance
Location / Base:	Bridge House, Lions Way Sleaford, NG34 8GG
Working hours:	37.5 hours per week
Term:	Permanent

2. Job Purpose

The Finance Manager – Financial Accounting will report directly to the ICB's Head of Operational Finance and will be responsible for the overall management and performance of the ICB's Financial Accounting functions.

The post holder will be a qualified accountant or finalist or with equivalent experience at a senior level in a complex multi-professional organisation. The post holder will have experience of all aspects of annual accounts and financial services functions.

The post holder will be required to play an essential role in the production of the ICB's statutory annual accounts and will be required to work closely with the whole department drawing on local and service specific knowledge and expertise to deliver a professional and responsive service to the ICB's external auditors.

The Finance Manager will be responsible for managing and coordinating the workload of the staff within the Financial Accounting team to always ensure the provision of a professional and high-quality financial services function and one that demonstrates effective financial governance, due diligence, probity, accuracy, and integrity in financial accounting.

The post holder would have successfully led a team responsible for the delivery of a programme or a project to improve services or processes.

3. Local Context

NHS Lincolnshire Integrated Care Board (ICB) is a statutory organisation bringing the NHS together locally to improve population health and establish shared strategic priorities within the NHS.

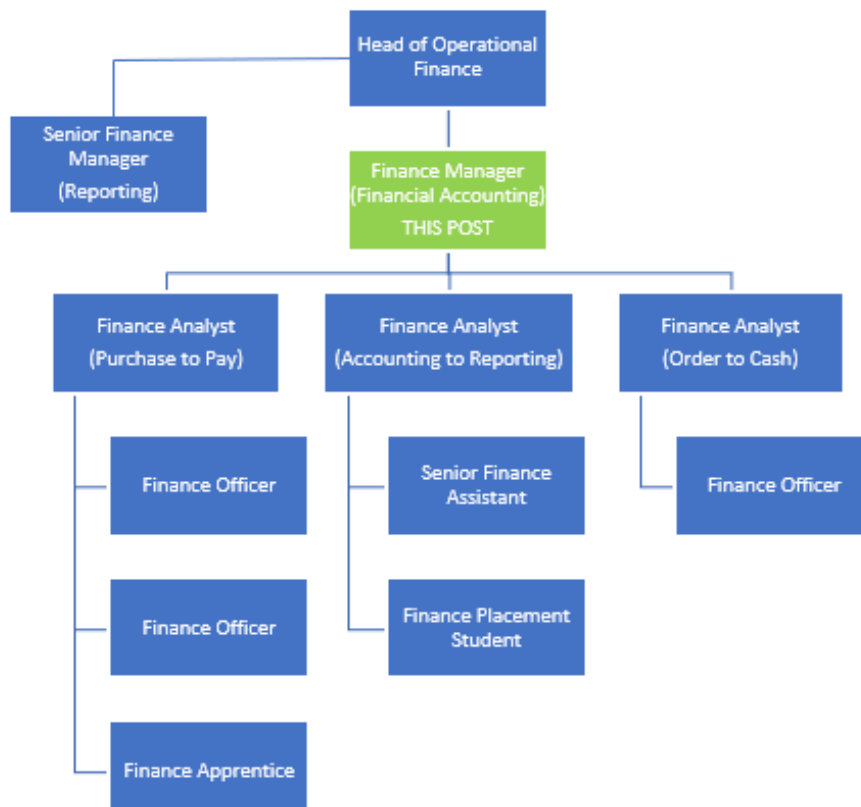
The ICB is part of a wider Lincolnshire Integrated Care System which has four key objectives:

- Improve outcomes in population health and healthcare.
- Tackle inequalities in outcomes, experience and access.
- Enhance productivity and value for money.
- Help the NHS support broader social and economic development.

By working together with the ICB, the wider system will deliver its agreed vision of 'Better Lives for the people of Lincolnshire'. Lincolnshire ICB will use its resources and powers to achieve demonstrable progress on these aims, collaborating to tackle complex challenges including:

- Improving the health of children and young people.
- Supporting people to stay well and independent.
- Acting sooner to help those with preventable conditions.
- Supporting those with long-term conditions or mental health issues.
- Caring for those with multiple needs as populations age.
- Getting the best from collective resources so people get care as quickly as possible.

4. Organisation Chart



5. Minimum qualifications, knowledge, training and experience required for the post.

- CCAB or CIMA, newly qualified or finalist, with experience within a finance environment or equivalent experience.
- Expert advisor to finance and non-finance managers on matters relating to their lead areas, providing detailed advice and guidance.
- Experience of managing a team of people.
- Experience of managing a project working to a tight deadline.
- Knowledge of NHS policies, strategies and plans and ability to link to local circumstances.
- Strong IT skills particularly spreadsheets.
- Knowledge of improvement skills and techniques to support change.
- Experience of managing relationships across a range of statutory and non-statutory organisations
- Experience of interpreting complex issues, and providing solutions
- Knowledge of contracts and law pertinent to the NHS
- Knowledge of improvement skills and techniques to support change.

6. Duties

Annual Accounts

- Operational lead on the production of the ICBs accounts in accordance with the timetables and deadlines set by NHS England.
- Set internal timetables and plans to meet the accounts deadlines and ensure everyone involved in the process understands their role in the process. This will include staff within other finance teams and officers outside of the organisation.
- Liaise closely with the Corporate Services Team in the production of the Accountability Report of the Annual Report and ensure consistency of financial information contained within it.
- Oversee the Agreement of Balances process.
- Operational lead for liaising with the ICB's appointed external auditors on their audit of the accounts, ensuring all required information is provided and any queries dealt with in a timely and accurate manner.
- Communication with external auditors to seek agreement on all accounting and financial governance matters. Responsible for the provision of information to support the external auditors in their review of the

annual accounts. Ensure that all audit recommendations are implemented and complied with within the agreed timescales.

Financial Services

- Leading and managing the team delivering the financial services elements of the ICB: Purchase to Pay, Order to Cash and Accounting to Reporting.
- Overseeing Purchase to Pay (P2P) and eProcurement function providing a comprehensive efficient service that includes raising electronic requisitions, the generation and despatch of purchase orders and invoice payment.
- Leading the team responsible for cash management and accounts receivable/debt management.
- Continuously improve the financial systems and processes to ensure good governance, stewardship, controls and cost-effective use of resources at all times.

Other Financial Accounting

- Provide specialist and expert advice, in conjunction with external advisers, on VAT matters and ensure accurate and timely completion of VAT returns.
- Assist HMRC on queries relating to VAT or payment of PAYE/NI as required and provide support during any inspection visits.
- Advise on off-payroll arrangements and any processes required to meet HMRC or Treasury requirements.
- Ensure the Balance Sheet is being monitored monthly and that all required reconciliations are being carried out and reviewed in accordance with Financial Control Procedures.
- Review Financial Control Procedures for all areas within the remit of this post and update as required.
- Review processes, and implement improvements where necessary, to increase the efficiency of producing financial accounting information and provide increased business intelligence to users of the information. This will include making best use of Qlik or other reporting tools as necessary.
- Assist in the production of monthly monitoring returns for submission to NHS England.
- Participate in ISFE Oracle User Groups and provide expert advice as required.
- Provide advice on the application and interpretation of Accounting Standards and their potential or actual financial impact on the Health Board.
- Liaise with internal audit on all reviews relevant to the duties of this post and ensure agreed recommendations are implemented.

Reporting

- Assist in production of regular, and ad-hoc, ICB and ICS returns.
- Production of the ICB's statutory annual accounts in accordance with national NHS guidelines and preparation of robust supporting documentation.
- To be responsible for the production and maintenance of the Register of Losses and Compensations in line with NHSE guidance and Trust procedures and preparing reports for Audit Committee.
- Oversee the input and manipulation of financial databases and spreadsheets, where concentration, speed and accuracy are necessary, including monthly statistics for debtors and creditors to feed the month end and Board reports.
- Oversee the reporting of the ICB's corporate/running costs. To include forecasting/modelling scenarios and associated financial risks.

Counter Fraud

- Work with the ICB's Local Counter Fraud Service to support and promote fraud prevention work across the ICB.
- Promoting and embedding an awareness of fraud, bribery and corruption across the organisation

Staff Management

- Line manager for staff, including the management of leave and sickness in accordance with ICB policies and procedures.
- Setting objectives and monitoring how those objectives are being met.
- Responsible for performance management of staff, including undertaking appraisals in accordance with ICB policy, ensuring the staff have up to date development plans and that such plans are actioned appropriately.
- Provide leadership and guidance to staff where necessary for the performance of their roles.
- Ensure that staff are working to core competencies, including those associated with mandatory training, which are regularly assessed and appropriate to the service.
- Ensure all appropriate Health and Safety requirements are observed within the team, particularly those relating to ergonomics given the extensive use of computer equipment required to perform their duties.
- Support the head of department to manage, build and improve the capability and capacity of the finance

team.

- Plan the workload for own team of staff, considering priorities, capacity and ability.
- Support cover arrangements for finance team peers during periods of leave.

Ad-Hoc

- Deputise for the Head of Operational Finance, when required, on relevant aspects including preparation of reports and preparation of the ICB's financial information as required.
- Undertake other work commensurate with the level and seniority of the post.
- Adhere to the finance team values and guiding principles, demonstrated through positive behaviours.

7. Skills Required for the Post

Communication and relationship skills

- Establish and maintain effective working relationships with senior colleagues and staff, both within and outside NHS Lincolnshire ICB, often providing and interpreting highly complex and sensitive data to inform decision making where there may be barriers to understanding. This could include senior clinicians and managers in the organisation and wider NHS and contractors.
- Excellent written and verbal communication skills.
- Good influencing and negotiation skills.
- Ability to learn and to adapt behaviour and actions based on learning.
- Ability to maintain objectivity and remain calm, confident, and composed under pressure.
- Able to understand and value different perspectives and contributions to a team including personal contribution.
- Positive and enthusiastic approach that supports, develops, and motivates others to achieve objectives and seeks continuous improvement.
- Political awareness.
- Prepared to challenge and be challenged.

Analytical and judgment skills

- Able to analyse and interpret highly complex numerical and verbal data, to develop and consider a range of options.
- Make judgements regarding allocation of finances to support the delivery of the ICB's objectives, financial decision-making and minimise financial risks.
- Excellent numerical and verbal reasoning and problem-solving skills.
- Ability to identify and find links between issues.
- Ability to identify and evaluate consequences and risks of options.

Planning and organisational skills

- Workload planning of both own workload and that of the team to ensure plans and projects are delivered on time to a high standard of accuracy and completeness.
- Supports the development and management of plans and projects linked to the delivery of the ICBs strategy.
- Flexible and adaptable.
- Ability to prioritise and delegate.
- Ability to embrace paradox and change.

Physical skills

- Standard keyboard skills.
- Ability to use road transportation in a timely manner.

8. Responsibilities of the Post Holder

Responsibilities for direct/indirect patient care

- Incidental contact with patients, clients

Responsibilities for policy and service development implementation

- Propose improvements, changes and redesign local accounting and financial policies and procedures, which have an impact on other areas.
- Recommend, in discussion with senior colleagues, the most appropriate options for improving specific healthcare services for patients within the ICB as part of business plan and case development.
- Support the ICB financial planning ethos with managers and clinicians.

- Day to day management of financial systems and processes in accordance with the agreed aims and objectives of the ICB and within local Governance frameworks.
- Remain up to date with relevant NHS guidance and policy relating to Integrated Care Boards and Integrated Care Systems.
- Operate to professional standards and within the ICB's overall financial policies, systems and processes.

Responsibilities for financial and physical resources

- Day to day accounting support to ensure that resources are used in accordance with the agreed aims and objectives of the ICB.
- Develop and monitor budgets for departments, services, or programmes relevant to the role, provide financial advice as required.
- Identify and disseminate best practice in the use of resources.
- Ensure all financial policies, systems and processes are cost effective and utilised to maximum effect.
- Assist in ensuring high quality financial advice is provided to senior management to facilitate effective decision making.

Responsibilities for human resources (including training)

- Line management including recruitment, appraisal, performance management, training, and delegation.
- Regularly seek and act on feedback on personal and team performance.
- Develop and train the finance team to realise their potential.
- Design and deliver training relevant to the role.

Responsibilities for information resources

- Manage the design and production of financial budgets and reports to strict, non-negotiable deadlines, to meet local and national targets.
- Create and improve financial systems relevant to the role, for use by others.

Responsibilities for research and development

- Undertakes surveys and audits as necessary to own work.

9. Freedom to Act

Guided by NHS and ICB policy, plans and new initiatives with responsibility for implementation of highly complex guidance with limited reference to senior management.

Expected to make judgements where there is little discernable guidance. The limits are as contained within the NHS Lincolnshire ICB's Governance Frameworks including Standing Orders, Prime Financial Policies and Scheme of Delegation.

10. Effort & Environment

Physical Effort

- Light physical effort in line with normal office environment – keyboard and PC use, sitting, walking, etc.

Mental effort

- Frequent requirement for prolonged concentration and thinking both proactively and reactively to complex issues, including national and local policies and strategies, in meetings, negotiations and when dealing with staff, managerial or organisational queries considering both short- and longer-term potential consequences of decisions and precedents.
- Concentration is for both short and longer time periods depending upon the nature of the issue and requirement for detailed analysis and interpretation. There is frequent requirement for prolonged concentration every day.

Emotional effort

- Exposure to distressing or emotional circumstances when dealing with conflicting aims, priorities and or deadlines.

Working conditions

- The post holder will be expected to be flexible in their work approach which will include mobile working, 'hot desking' across the health community, home working as required.
- Frequent user of computer keyboard and VDU.

Person Specification
Post of Finance Manager

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	CCAB or CIMA newly qualified or finalist or equivalent experience. Evidence of CPD.	Application Interview Application Interview	CCAB or CIMA Qualified Accountant.	Application Interview Application Interview
Previous Experience (Nature & Level)	Experience at a senior level in a complex multi-professional organisation Successfully led a team responsible for the delivery of a programme/project to improve services. Experience of all aspects of annual accounts.	Application Interview Application Interview	Significant experience at a senior level in an NHS organisation, including supervision of staff. Successfully led a team on a complex project in the NHS or a public sector organisation, including annual accounts. Experience working with healthcare providers at a senior level who have a turnover of £50m+. Good understanding of NHS Financial contract environment including PbR and Non-PbR.	Application Interview Application Interview Application Interview Application Interview
Evidence of Particular: - Knowledge - Skills - Aptitudes	Sound knowledge of accounting principles. Excellent verbal, written, numerical reasoning and presentation skills. Well-developed influencing, negotiation, and communications skills. Ability to learn and adapt behaviours quickly. Understanding of the current NHS policies and strategies.	Application Interview	Detailed knowledge and understanding of specific NHS plans, policies, systems, and processes. Advanced Excel skills.	Interview Interview

	<p>Ability to motivate and lead a team to achieve objectives.</p> <p>Proficient in the use of IT systems and Microsoft Office software, including beyond basic Excel.</p> <p>Political awareness.</p> <p>Able to turn good ideas into action to deliver results.</p> <p>Excellent at prioritising.</p> <p>Experience and knowledge of financial rules support NHS national contract including PbR.</p>			
Specific Requirements and Personal Attributes	<p>Self motivated.</p> <p>Objective, calm, collected and confident under pressure.</p> <p>Flexible.</p> <p>Professional.</p> <p>Honest.</p> <p>High degree of personal integrity.</p> <p>Access to travel.</p> <p>Positive and enthusiastic.</p> <p>Organised and methodical.</p> <p>Committed to developing self and others.</p> <p>Value diversity.</p>	Application Interview		

Safeguarding

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It's fundamental to high-quality health and social care.

Safeguarding Responsibilities:

The ICB takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:

- Attending mandatory training on Safeguarding children and adults
- Making sure they are familiar with their and the ICBs requirements under relevant legislation
- Adhering to all relevant national and local policies, procedures, practice guidance (e.g. LSCB Child Protection Procedures and Practice Guidance and LSAB Safeguarding Multi-Agency Policies and Procedures) and professional codes
- Reporting any concerns to the appropriate local authority.

All staff are responsible for **promoting well-being** and **preventing** abuse and neglect from happening in the first place

All staff are to ensure the **safety and wellbeing** of anyone who has been subject to abuse or neglect

Safeguarding Children

- Under section 11 of the Children Act 2004 all NHS staff must ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children (Working Together to Safeguard Children, 2015).
- All staff need to ensure, as part of their work with children and families and with adults who are parents or carers who are experiencing personal problems, that the needs of the children are considered and that where necessary they are assessed and appropriate referrals are made. Staff need to be aware of the relevant parts of *What To Do If You're Worried A Child Is Being Abused* (DfES 2015) <https://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04320-2006>.
- It is incumbent on all staff to ensure that they undertake child protection / safeguarding children training as per *Safeguarding Children and Young people: roles and competences for health care staff Intercollegiate document September 2014* and their own organisation's Safeguarding Children Learning & Development Framework.
[http://www.rcpch.ac.uk/sites/default/files/page/Safeguarding%20Children%20-%20Roles%20and%20Competences%20for%20Healthcare%20Staff%20%2002%200%20%20%20%20\(3\).pdf](http://www.rcpch.ac.uk/sites/default/files/page/Safeguarding%20Children%20-%20Roles%20and%20Competences%20for%20Healthcare%20Staff%20%2002%200%20%20%20%20(3).pdf)

Safeguarding Adults

- Under sections 42 to 47 of the Care Act (2014) chapter 14 of the statutory guidance states:

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved.

- All staff must comply with mandatory training requirements and ensure that adult safeguarding is embedded as an essential part of their daily practice. Safeguarding is everyone's business and staff within the organisation have a particular responsibility to ensure all safeguarding concerns are responded to effectively and efficiently in accordance with the local Safeguarding Adults Board Policy and Procedure.

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf

Job Description Agreement

Job Title:

Area:

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

Name:

Line Manager:

Name: