

Outstanding Care,
Compassionate People,
Healthier Communities



Sherwood Forest Hospitals
NHS Foundation Trust

Deputy Chief Financial Officer

Job Description and Person Specification

A great
place to
#TeamSFH

work



What we do

We are an award-winning NHS Foundation Trust providing acute and community healthcare services for 420,000 people across Mansfield, Ashfield, Newark, Sherwood and parts of Derbyshire and Lincolnshire. We are working closely with partners in health and social care to take collective responsibility for improving the health of the population we serve, managing resources and reducing health inequalities.

We put the patient at the centre of everything we do, and it is our aim to make sure that every patient is treated as we would want a member of our own family to be treated. At the same time, we expect our colleagues to be caring, kind and courteous to each other and to look out for each other. We believe we are truly a clinically led organisation. We are a team, and we are proud of all of our colleagues and volunteers.

We have much to be proud about, including being the HSJ Trust of the Year for 2020, as well as being the best Acute Trust in the Midlands for staff engagement over the past three years and scoring **Good** in our latest CQC inspection with the Care domain rated **Outstanding** and all 15 of our services rated **Good** for Safety. King's Mill Hospital is rated **Outstanding** and Newark Hospital and Mansfield Community Hospital are rated **Good**.

Our People

We employ more than 5,000 people across our three hospital sites - King's Mill, Newark and Mansfield Community.

Our dedicated team of more than 650 volunteers give up their time to make a difference and enhance the experience of our patients and visitors.

As an NHS Foundation Trust, we are accountable to the Council of Governors which represents the views of members.

We are proud to boast a membership of more than 15,000 – allowing our local communities opportunities to influence decisions and to demonstrate their loyalty and support for our hospitals.

We are proud of our improvements over the past five years at Sherwood Forest Hospitals and we recognise we can improve further. We know good quality healthcare can only be delivered by focussing on the experience of people, be it patients and the public or the colleagues you work with. Our improvements have been achieved by two central commitments to people:

- **We expect all patients to receive the same standard of care we would want our friends and family to have**
- **We expect all colleagues to be treated with the same values we believe are important; support, kindness and respect.**

Healthier Communities, outstanding care

We want to work with partners, we want to move beyond the boundaries of our hospitals, and we want to help our local population become healthier.

Since 2019 we have been working to deliver **healthier communities and outstanding care for all**, with our Primary Care Networks and partners in

our Mid-Nottinghamshire Integrated Care Provider and our Integrated Care System. This strategy has come from the many conversations and listening events that have taken place with more than 750 conversations with the public, Sherwood's colleagues and partners.

We hope you find this strategy as exciting as we do.

A partnership with everyone in our community...

We will...

- Provide outstanding care
- Promote inclusivity and tackle inequalities
- Promote and support health and wellbeing
- Support, develop and provide opportunities for our workforce
- Continuously learn and improve
- Achieve better value.

The part our community can play...

- Tell us when we get it right and when we get it wrong
- Be healthy and active
- Treat our staff and volunteers with respect
- Help us to learn from the care you experience
- Use our services wisely.

Our *values*



Communicating and working together

We will work as one compassionate and inclusive team, involving, informing and listening to all colleagues and local communities.



Aspiring and improving

We will choose to work or be cared for by Sherwood as we focus on improving patient care and staff well-being.



Respectful and caring

We will show kindness to all, embrace diversity and challenge inappropriate behaviours.



Efficient and safe

We will be consistent and do the right thing at the right time, first time.



Who we are looking for

Thank you for your interest in becoming Sherwood Forest Hospitals NHS Foundation Trust's Deputy Chief Financial Officer.

We are an intensely values-driven organisation with a clear focus on our strategy to improve the lives of our patients, our people and our local population. We want to be known for delivering outstanding care, provided by compassionate people, enabling healthier communities, as well as continuing to be a great place to work, as evident in our staff survey responses.

I am looking for a finance leader who believes that better is possible and is determined to make it happen. An enthusiastic, positive attitude and approach to work is essential, as is a drive to ensure best value for patients and taxpayers.

We know that we have a responsibility to ensure that we deliver services that evidence best value for money, and we must continuously review and improve the way we use our resources so that we can maximise the benefits to our patients for every pound that we spend. With your help we will ensure that we are a clinically led, financially sound organisation through the delivery of our emerging finance strategy – Resourcing Our Future.

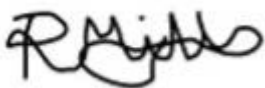
If you are a team player who can demonstrate excellent personal qualities such as integrity, self-awareness & self-management, compassion & care and resilience then this could be the perfect role for you.

This will be a highly visible position in our hospitals, working as part of the Deputy Executive Team and alongside our Clinical Chairs, Divisional General Managers and other senior managers to deliver on our ambition.

Our award-winning Finance team are passionate about improving NHS Finance to support the delivery of quality services for patients. We believe in personal and departmental development and we strive to demonstrate the highest standards of financial practice. We are incredibly proud to have been recognised with 'Towards Excellence' Level 3 accreditation and we are one of only two NHS organisations in the Midlands region to have achieved this.

If you want to join a team that has already achieved a huge amount but also has its best times ahead of it, please contact me directly for a conversation:

Richard.mills1@nhs.net



Richard Mills
Chief Financial Officer



#TeamSFH Awards

Winners

In March 2021, **we were awarded the prestigious Acute or Specialist Trust of the Year in the Health Service Journal Awards.**

The judges recognised how we had placed the wellbeing of colleagues at the centre of decision making, our community response to Covid-19, and that we are the most improved Trust in the past five years.



Shortlisted

- **Proud2bOps and Sherwood Forest Hospitals have been shortlisted** in the Workforce and Wellbeing Initiative of the Year category in this year's HSJ Partnership Awards. They were shortlisted for their ambition, visionary spirit, and the demonstrable positive impact that they have had on patient and staff experiences within the health and social care sector.
- Our **Climate Action Team was a finalist in the Environmental Sustainability category** at the HSJ (Health Service Journal) Awards. The team of 25 colleagues was recognised for its innovation and dedication to climate action. The team has co-ordinated campaigns and initiatives, challenging the Trust's Board with climate targets that will support the NHS's goal of being net-zero by 2040.
- In partnership with Nottingham Trent University, we were recognised in the Mental Health Initiative category in the Health Service Journal Safety Award for our **People First: Supporting Colleagues to Support Service Users project** – a comprehensive wellbeing support package for those working in health and care across Nottinghamshire, backed by academic research and support.
- The Nottingham and Nottinghamshire Integrated Care System (ICS) Mass Vaccination Team was shortlisted for the University of Bradford Award for cross-sector working in the **Healthcare People Management Association (HPMA) Excellence in People Awards**. The vaccination programme in Nottingham and Nottinghamshire was a complete system response, involving the acute providers, community teams, commissioners, local authorities, volunteers and general practice – all pulling together to protect the community from Covid-19.

The SFH Finance Team

Who we are?

We are a team of approximately 50 colleagues who work closely together to support our clinical and operational colleagues to deliver the highest standards of patient care.

We are extremely proud to have earned Future Focused Finance (FFF) 'Towards Excellence' Level 3 accreditation, which is the highest level of accreditation and recognises our high standards and the skills development culture and practices that we have in place.

We have three dedicated colleague involvement groups within the team – Excellence in People, Excellence in Development and Excellence in Innovation, with a co-ordinating Steering Group also helping us to learn and improve.

Further to this we have a team led Engagement Group, who keep us all connected through events such as our finance conference, quizzes, picnics and walks, and a Voice of Influence Group to make sure colleagues at every level have the opportunity have their say.

The team is based at King's Mill Hospital in Sutton-In-Ashfield; however we offer opportunities for flexible working including working from home.



What we do

Financial Management	Financial Services	Financial Business Intelligence
Head: Emma Harris	Head: Michael Powell	Head: John Mason
Management Accounts	Payroll & Pensions	Income & Contracts
Financial Reporting	Treasury & Accounts Receivable	PLICS Costing
Budgeting & Forecasting	Financial Accounts incl. Charity	Financial & Activity Planning
Divisional Finance Support	Accounts Payable	Finance Systems & Admin
	Capital	External Reporting

How we want to be seen

- Responsive to the needs of our customers – internal and external
- Experts in what we do and the business that we support
- Brilliant at the basics – inputs, process, outputs and service
- Enablers helping our colleagues to find the best solutions
- Responsible in our actions.

How we want to act

- Exemplar in demonstrating the CARE values
- Take pride in our work
- Believe that better is possible
- Support each other to be the best that we can be
- Determined to strengthen our expertise and improve ourselves.

Recognition

2020	Winners: Finance Team of the Year (HSJ Value Awards)
2021	Winners: Accounts Payable - Finance Team Value Award (Liaison)
	Winners: Finance and HR – Multidisciplinary Team of the Year (SFH Staff Excellence Awards)
	Shortlisted: Accounts Payable – Finance Expert Award (One NHS Finance Value Maker Awards)
2022	Winners: Large Finance Team of the Year (East Midlands Finance Awards)
	Shortlisted: Accounts Payable and Payroll Teams – Team of the Year (Women in Finance UK Awards)
2023	Shortlisted: Finance Team of the Year – Health (Public Sector Finance Awards)
	Shortlisted: Finance Team of the Year (Women in Finance UK Awards)

Our sites

King's Mill Hospital

We invested over £273m in the facilities available at King's Mill Hospital. Our doctors and nursing staff had a hand in designing the new hospital and they listened to what patients thought too.

The hospital offers over 550 bed spaces (over half of them in single-occupancy en-suite rooms), treats around 47,000 inpatients and 36,000 day cases, whilst delivering over 3,600 babies each year. The GU Medicine clinic is in a specialist unit on the fifth floor.

In 2020 King's Mill Hospital, where 90% of our services are based, was rated Outstanding for Care and is the only Outstanding hospital in the East Midlands.



Newark Hospital

We offer an extensive range of consultant-led patient services, planned inpatient treatments, day-case procedures, diagnostics and therapy services as well as an Urgent Treatment Centre. The GU Medicine and CaSH clinic is in the Eastwood Centre. In 2020 we introduced hip and knee surgery to Newark.

Mansfield Community Hospital

Located just outside of Mansfield town centre, the hospital offers rehabilitative care for patients. A variety of outpatient clinics are available at the hospital including a CaSH clinic, a multidisciplinary tier two diabetes community clinic, an osteoporosis service and wheelchair services.

Mansfield Community Hospital provides a vital link between the acute wards at King's Mill Hospital and primary care.



A great place to live and work

In your free time if you prefer being outside in the fresh air you couldn't wish for a more beautiful part of the country. On the edge of the Peak District and home to the world-famous Sherwood Forest you can walk, cycle, climb and sail through breath-taking scenery.

Sports-wise, Nottinghamshire is home to the world famous Trent Bridge cricket ground; twice European Cup-winning Nottingham Forest football club; one of the oldest football clubs, Notts County; Mansfield Town FC; the National Ice (home of the Nottingham Panthers); the National Watersports Centre at Holme Pierrepont; King's Mill Reservoir, including the urban adventure centre; horse racing at Southwell and Colwick; and a host of excellent golf courses, including Hollinwell, Worksop, Sherwood Forest and the Nottinghamshire Golf and Country Club.

Nottingham, Mansfield and Newark have vibrant night lives with bars, pubs, nightclubs and live music venues, including The Old Trip to Jerusalem, the Salutation and the Bell in Nottingham (all vying for the title of the oldest pub in the country), the world-famous Rock City and Nottingham Arena, which regularly hosts some of the biggest names in pop, rock and comedy.

If the arts are your thing there are theatres, museums and galleries to pick from, including the Theatre Royal and Royal Concert Hall, which date back to 1865; Nottingham Playhouse, the recently refurbished Nottingham Castle Museum and Art Gallery; National Civil War Centre focusing on the strategic importance of Newark; and Nottingham Contemporary Art Gallery showcasing some of the most interesting modern artists. More history can be explored at National Trust properties including Clumber Park and Southwell Workhouse.

This is also the home of Lord Byron and Newstead Abbey, D.H. Lawrence and his Eastwood home, as well as Alan Sillitoe's Saturday Night and Sunday Morning.

For food lovers, Nottinghamshire is one of the best places in the country for its independent restaurants including Restaurant Sat Bains in Nottingham, which has two Michelin stars and the one-star Alchemilla restaurant.

There are beautiful towns, villages and suburbs, including Newark, Ravenshead, Southwell, West Bridgford and The Park area of Nottingham.

We're well connected with an 80-minute train Eastern Mainline journey to London's Kings Cross and the East Midlands Mainline from Nottingham takes you to London's St Pancras in under two hours.

Our corner of Nottinghamshire is one of the best places to raise a family and Sherwood Forest Hospitals can help you do that with a rewarding career and a welcoming and vibrant place for you and your family to live.



Trust Board of Directors

The Trust's Headquarters are based at King's Mill Hospital, Mansfield Road, Sutton-in-Ashfield, Nottinghamshire NG17 4JL.

Board of Directors	
Chair	Claire Ward
Chief Executive	Paul Robinson
Medical Director	Dr David Selwyn
Chief Operating Officer	Rachel Eddie
Chief Nurse	Philip Bolton
Chief Financial Officer	Richard Mills
Director of People	Robert Simcox
Director of Corporate Affairs	Sally Brook-Shanahan
Interim Director of Strategy & Partnerships	Claire Hinchley

Non-Executive Directors	
Non-Executive Directors	Steve Banks
	Andrew Rose-Britton
	Dr Aly Rashid
	Graham Ward
	Barbara Brady
	Manjeet Gill
	Neil McDonald
Specialist Non-Executive Advisor to the Board	Dr Andy Haynes

Divisional Management Structure

There are five clinical management divisions, supported by Corporate Services (HR, IT, Finance, Communications and Engagement) as follows:

Urgent & Emergency Care	Emergency Department
	Emergency Assessment Unit
	Urgent Treatment Centre
	Short Stay Unit
	Same Day Emergency Care Unit (SDEC)
Medicine	Cardiology and Respiratory
	Gastroenterology / Diabetes & Endocrinology / Clinical Haematology/ Geriatrics / Stroke/Rehab and Intermediate Care
	Dermatology and Rheumatology
Surgery	Anaesthetics / Critical Care / Pain Management / Theatres and Day Case
	General Surgery & Vascular / Urology and Breast Surgery
	Maxillofacial / Plastics / ENT & Audiology and Ophthalmology Trauma and Orthopaedics
	Facilities
	Sterile Services
Women's and Children's	Maternity and Gynaecology
	Paediatrics
	NICU
Diagnostics and Outpatients	Therapy Services / Pathology / Radiology /
	Back Pain / Integrated Sexual Health
	Facilities
	Patient Services
	MEMD KTC
	Clinical Illustration Chaplaincy
	Fire and Security Pharmacy
Corporate Functions	Human Resources
	Training, Education and Development
	Strategic Planning and Commercial Development
	Finance, Estates and Procurement
	Governance Support Unit
	Research and Innovation
	Patient Experience

Each Clinical Division is led by a triumvirate of a Clinical Chair, Divisional General Manager and a Divisional Head of Nursing. Divisional specialities are headed by a Service Director or Head of Service. Service Directors/Heads of Service report to the Clinical Chair who in turn reports to the Chief Operating Officer. Corporate Functions are led by a Director and the corporate functions provide operational support to clinical Divisions and all areas of the Trust.

The role

Job grade:	Agenda for Change Band 9
Reports to:	Chief Financial Officer
Division:	Corporate
Department/Area:	Finance
Location:	Sherwood Forest Hospitals NHS Foundation Trust

The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.

The Deputy Chief Financial Officer is responsible for the leadership, development and performance of the finance function and is accountable to the Chief Financial Officer for the successful delivery of the Trust Board's strategic and operational financial objectives and functions.

The post holder will lead on a range of strategic and operational planning activities across the Trust that will ensure timely production of well-structured, inclusive plans that incorporate local and national priorities and standards.

The Deputy Chief Financial Officer is responsible for the provision of quality financial management services, which covers the operation of the revenue and capital financial and budgetary control systems; all aspects of internal and external financial reporting; and the Financial Services section to ensure the provision of high-quality services, the production of the statutory Annual Accounts and management of internal and external audit programmes.

This is a critical senior leadership role and the post holder will deputise for the Chief Financial Officer across the full range of financial duties, including attendance at the Board of Director meetings. The post holder will work with internal stakeholders including Trust Board members and senior clinicians and managers across the Trust, as well as external stakeholders such as senior executives across the Nottingham and Nottinghamshire Integrated Care System (ICS) and the NHS England (NHSE) regional and national teams.

We are an organisation that aspires to continually learn and improve to ensure that we provide outstanding care for all. To enable this, improvement, innovation and learning are critical capabilities for all colleagues to understand, and to implement and lead.

Key Working Relationships

- Patients
- Executive Directors & Deputies
- Non-Executive Directors
- Clinical Chairs
- Divisional General Managers
- Finance Colleagues
- Senior Clinicians
- Estates Team
- Procurement Team
- Service Managers and Divisional Teams
- Human Resources Team
- Corporate Senior Managers
- Programme Management Office
- Other local health and care partners
- Stakeholder groups
- Clinical Care Commissioning Group
- System partners



Main Duties and Key Responsibilities

Financial Management & Costing

- To lead and manage the Financial Management functions to the highest standards. This is to ensure financial control through the production of accurate revenue and capital management information, timely submission of all financial requirements to NHS England (NHSE) and the development of efficient and effective costing.
- To ensure appropriate financial and budgetary control systems are in place. In addition, lead the annual budget setting process, ensuring appropriate guidance is issued, that all Trust timetables are met and that Budget Managers are fully and appropriately involved.
- To ensure the provision of high quality, accurate and timely financial management information and monitoring reports to the Finance Committee, Board of Directors, NHSE and any other external body as required. This is to discharge the Executive Team's responsibility in relation to performance against relevant financial targets.
- To support the Trust's Financial Improvement Programme, leading programme workstreams as appropriate and ensuring that cost improvements are reported and sustained.

Financial Accounting, Financial Services and Capital

- To manage the Financial Accounting function, ensuring services are provided to the highest standards in a customer focussed and sensitive manner. This includes effective Payroll, Creditor Payments and Debtors services.
- Responsible for the coordination of the Trust's annual capital programme, ensuring optimal use of available capital resources to support the delivery of Trust and ICS objectives.
- To ensure an effective cash management process is in place to secure dynamic management of the Trust's cash resources. Develop appropriate cash management policies, procedures and reporting, fundamental to maintaining liquidity and to ensure the future viability of the Trust. Coordinate loan applications as required.

Financial Control and Governance

- To proactively lead and coordinate the work of both the internal and external audit services and the Trust's Counter Fraud Specialists. This is to ensure that the Audit and Assurance Committee is effectively supported in order to discharge its statutory responsibilities. The scope of work will cover Finance and Trust-wide reviews to ensure both probity and value for money.
- To establish and maintain effective systems to ensure the Trust complies in full with governance requirements, including Standing Financial Instructions (SFIs), Scheme of Delegation (SoD) and the Counter Fraud Strategy. This includes regular review of all systems and procedures, to ensure they remain fit for purpose and keep up to date with the constant and dynamic changes within the NHS financial regime.

- To support the Chief Financial Officer in developing and maintaining processes and procedures which ensure that the Trust has the appropriate levels of financial governance to be sustainable.

Strategy

- Lead the development of a multi-year financial strategy on behalf of the Chief Financial Officer and the Trust Board, identifying and implementing corrective action as required, in order to achieve the Trust's statutory targets.
- Responsible for the assurance of strategic and operational financial plans, including alignment with workforce, demand and capacity plans, to deliver the Trust's strategic objectives in accordance with NHSE regulation, financial professional standards and audit assurance.
- Ensure governors and other stakeholders have an appropriate role in the development of the priorities for the Trust's strategic financial plans.
- Work closely with the Executive Team to ensure consistent metrics (activity, finance, quality and business) are developed and included in the corporate and divisional plans.
- Ensure all relevant national and local targets and standards, including relevant regulatory requirements are included in the corporate and divisional plans.
- Work closely with the Operations Directorate to support the clinical divisions in the production of divisional plans which reflect Trust strategy and the priorities outlined in the corporate plan.
- Ensure that a comprehensive performance management framework is constructed around the corporate and divisional plans, so that key strategic objectives are identified and progress their attainment can be tracked and remediated as necessary.

Internal and External Relationships

- To attend and contribute to Board sub-committees and corporate meetings, including the Audit and Assurance Committee, Finance Committee, Charitable Funds Committee, Divisional Performance Reviews, Transformation Cabinet and People and Inclusion Cabinet. This will involve overseeing production of high quality and timely information, as necessary, and implementation of actions to ensure the meetings are efficient and effective.
- Act as Deputy to the Chief Financial Officer at ICS Chief Finance Officer meetings and participate as a full member of the ICS Operational Director of Finance meetings. Maintain effective and productive relationships with Nottinghamshire ICS system partners, contributing to the development of financial plans and financial management across the system and ensuring initiatives are developed in coproduction with the wider healthcare system.
- The post holder will work with partner health and care provider organisations and regulatory bodies to communicate, influence and negotiate on strategic financial plans and supporting data which are of a highly complex and often ambiguous nature.
- Providing and receiving highly complex, highly sensitive or highly contentious information where there are significant barriers to acceptance which need to be overcome.
- Conveys highly contentious information in situations of proposed major change, for example in relation to staffing or service redesign. This may be potentially hostile and antagonistic.
- Present highly complex strategic and management information clearly and coherently to a wide range of stakeholders in formal settings and lead on the engagement process with strategic stakeholders.

- Build partnerships between the Trust and other organisations, which are focussed upon achieving the key strategic objectives of the Trust and yielding mutual benefit to the participating parties.
- Communicate extensively with the Finance team, other corporate and clinical teams across the Trust, partner Trusts and externally with other statutory bodies, commissioners and regulatory bodies.

Workforce

- To lead workforce development and performance for the department, supporting individuals and teams that are highly skilled, effective, engaged and motivated and ensuring that training needs are identified and met, that effective succession planning is introduced and that colleagues are equipped to deliver high quality services.
- Ensure an improvement culture at all times, looking beyond existing structures, ways of working, boundaries and organisations to produce more effective and innovative performance delivery.
- Responsible for the design and delivery of a Trust-wide education and training programme aimed at non-Finance managers, enabling them to fulfil their role as Budget Managers and raising awareness of relevant financial issues.
- Lead, influence, enthuse and motivate individuals and teams, such that they understand, are engaged and invested in, and work to achieve the Trust's performance expectations. Inspire colleagues, model leadership behaviours and support a development culture.
- Ensure that the Finance Department is a supportive and inclusive place to work, with a commitment to maintaining and embedding the Equality, Diversity & Inclusion Charter.
- Coach and mentor colleagues at all levels within the Trust.
- Support the Chief Financial Officer with people management and recruitment as directed.

General Duties

- In conjunction with the Chief Financial Officer develop the department's approach to national initiatives and guidance, taking the lead to ensure that appropriate systems, resources and capability are in place in order to deliver the financial requirements and to meet all targets and deadlines.
- To act as a member of the Senior Finance Team and deputise for the Chief Financial Officer, as required, across the range of professional responsibilities and meetings. Ensure during periods of absence that meetings are effectively and appropriately covered and that all requests for information, either internally or externally, are responded to in a timely and efficient manner.
- To be accountable for ensuring that the Finance department complies with the Trust's health and safety policies and procedures. This includes fostering a safety culture in which health, safety and related issues are seen as integral to the department's activities.
- To have personal responsibility to not discriminate, harass, bully or condone discrimination or harassment by others. To be responsible for promoting diversity and equality of opportunity across all areas both in service delivery and as an employer, ensuring all colleagues within the department are aware of their equal opportunity responsibilities and building this into the appraisal system.

Outline of Working Conditions

Works in a typical office environment, although the role offers flexibility in terms of office location with the ability to complete many of the responsibilities remotely.

Subject to regular, close and prolonged use of VDU and keyboard, in order to produce complicated analysis and reports for Senior Management and stakeholders, internal and external to the Trust.

Physical

Subject to only light physical effort during the course of duties, often, however, having to sit for extensive periods during meetings. Meetings can form a major part of the day, may be of significant duration, involve a variety of subjects and be at different locations across and outside of the Trust.

Mental

Mental effort can be significant as the work pattern is often very unpredictable, and interruptions are regular and frequent during the course of a day. The ability to multi-task is essential and to switch between high-level, competing demands, handling each in an efficient and effective manner.

The post holder is regularly required to undertake the role of Chairperson and contribute to multi-disciplinary meetings.

High-level concentration is essential when producing and reviewing complex financial returns and reports for consideration by the Senior Management, such as the Executive Team, Board of Directors and external stakeholders.

Emotional

The post holder may be exposed to distressing and emotional circumstances through the operation of the staff performance and appraisal process. As manager for the whole directorate, the post holder has to hear grievances and be involved in disciplinary matters.

Person specification

	Essential	How identified
Personal Values	<ul style="list-style-type: none"> • Must be able to demonstrate behaviours consistent with the Trust's values. 	Interview
	<ul style="list-style-type: none"> • Must be able to demonstrate a strength in leadership to ensure those within the service also demonstrate behaviours consistent with the Trust's values and standards. 	
Communication & Relationship Skills	<ul style="list-style-type: none"> • Ability to build productive working relationships with a wide range of colleagues at all levels within and outside the Trust. 	Application / Interview
	<ul style="list-style-type: none"> • Confident communicator and capable of representing the Trust with external stakeholders. 	
	<ul style="list-style-type: none"> • Ability to influence and motivate staff at all levels (including Board level) through the use of integrity, influence and credibility. 	
Knowledge Requirements	<ul style="list-style-type: none"> • Knowledge of current issues in the NHS and the changing nature of healthcare provision and system management. 	Application / Interview
	<ul style="list-style-type: none"> • Understanding of the corporate and statutory duties of NHS trusts. 	
	<ul style="list-style-type: none"> • Comprehensive understanding of NHS finance, policies and procedures. 	
	<ul style="list-style-type: none"> • Good understanding of NHS structures and approaches to whole systems thinking/working. 	
Qualifications	<ul style="list-style-type: none"> • CCAB accounting qualification with at least five years post qualification experience. 	Application / Interview / References
	<ul style="list-style-type: none"> • Educated to degree level (or equivalent). 	
	<ul style="list-style-type: none"> • Masters in a subject relevant to the role or equivalent level management / operational experience. 	
Further Training	<ul style="list-style-type: none"> • Proven track record of continuous professional and management development. 	Application / Interview

	Essential	How identified
Experience	<ul style="list-style-type: none"> • Minimum of 5 years recent experience in a senior finance NHS role or relevant large and complex organisation(s), at least 5 years post qualification. 	Application / Interview / References
	<ul style="list-style-type: none"> • Expert understanding of the NHS finance regime. 	
	<ul style="list-style-type: none"> • Substantial financial management experience, of both capital and revenue budgets, preferably within the public sector, or equivalent service sector. 	
	<ul style="list-style-type: none"> • Significant experience in the management, leadership and professional development of staff across multiple financial disciplines and multiple stakeholders. 	
	<ul style="list-style-type: none"> • Extensive experience of strategic and operational planning, including the financial business cycle, within an NHS provider organisation or a similarly complex public sector environment. 	
Analytical & Judgemental Skills	<ul style="list-style-type: none"> • Creative, innovative and versatile, able to see the broader picture. 	Application / Interview
	<ul style="list-style-type: none"> • Ability to make judgements involving highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options. 	
	<ul style="list-style-type: none"> • Experience of understanding and interpreting relevant national policy in a complex organisation. 	
Planning & Organisational Skills	<ul style="list-style-type: none"> • Highly developed planning skills including the ability to process large volumes of highly complex information in the development of comprehensive strategic and operational plans. 	Application / Interview
	<ul style="list-style-type: none"> • Experience of managing complexity such as managing numerous work streams and projects whilst simultaneously delivering on performance targets to tight deadlines. 	
Contractual Requirements	<ul style="list-style-type: none"> • Ability to work the hours required, to ensure satisfactory performance of duties. 	Application / Interview

General Statements

1 Infection Control

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual

2 Health and Safety

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

3 Equality and Diversity

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

4 Confidentiality

Confidential and personal information related to staff, patients and Sherwood Forest Hospitals NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

5 Safeguarding

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. All managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.