

**JOB TITLE : Finance Business Partner
BAND 6**

Job Summary

To act as a finance business partner to the organisation and ensure that financial probity is maintained by Budget Holders at all times.

The post holder will be responsible for supporting the delivery of first class, comprehensive financial services, support and information to managers at all levels. The key elements of the post include the production of an accurate monthly budget holder reports, annual and ad hoc costing work, and supporting and advising budget holders on all financial matters including investigating financial enquiries, supporting managers across the organisation with service planning, good financial management practice, effective utilisation of resources and financial control. Ensuring the effective processing and payment of supplier creditor invoices and debtor invoices (including debt monitoring).

Liaises With

- ☐ Heads of Department and Budget Holders
- ☐ Directorate Finance Teams – Trust
- ☐ External Agencies, Internal & External Audit and other NHS Organisations
- ☐ Velindre NHS Trust Director of Finance, Assistant Directors of Finance

Responsible to

Reporting: Head of Management Accounting	Accountable: Head of Management Accounting	Professionally: Director of Finance
Responsibilities and Duties		
<p>Management Accountant with support on monitoring achievement against the Plan.</p> <ul style="list-style-type: none"> • Responsible for providing the Head of Management Accounting & Principal Management Accountant with the development and modernisation of all aspects of corporate financial management and budgetary control, including its operation and influence throughout the DHCW financial systems. • Responsible for providing the Business Investment Consultant/Head of Management Accounting to cost the revenue and capital for Business Cases that are required to be undertaken corporately. • Responsible for providing costing of business cases. • To be responsible for managing the production of directorate budget reports from the ledger, Investigation of complex variances from plan and taking action on changes required and maintaining adherence to the trust & DHCW monthly reporting timetable. <p>FINANCIAL MONITORING AND FORECASTING</p> <ul style="list-style-type: none"> • Monitor the compliance with the financial systems within DHCW and ensure that financial procedures are adhered to. Carry out occasional Audits of compliance with financial procedures. • Produce Ad Hoc financial reports as required. • Monitor Expenses Travel, Overtime, On-Call costs on a monthly basis and report to the internal controls lead. • Provides and reviews the control and integrity of the whole DHCW budgetary management system. 		

- Co-ordinates the month end checklist process to ensure all tasks are actioned, completed and collated, to control the integrity of the DHCW financial position.
- Responsible for the generation of DHCW budget reports, in accordance with the agreed timetable. Maintaining a monthly checklist of budget holder responses to an audit acceptable standard. Ensuring routine and ad hoc queries are dealt with accurately and within an acceptable timeframe. Responsible for the timely and accurate production of DHCW budgetary management information and the monitoring of performance against budget.
- Following complex investigation, completes a monthly analysis of budget variances, including explanations, in a timely and accurate manner.
- Interrogates the Financial Management System for errors and ensures any identified problems are communicated and subsequently corrected.

Ability to analyse the uncertain NHS environment and thereby have the ability to make decisions to construct workable plans and deliver them in a timely manner. Work to

achieve objectives and empowered to take responsibility to make innovative and smart decisions.

- Responsible for the timely production and distribution of monthly reports to Budget Holders, using Oracle financials and e-mails (other financial software packages may be used in the future).
- Attend monthly financial meetings with budget holders to review the financial position, and to liaise with them regularly to update forecasts, provide ad hoc analysis and discuss financial queries which are often complex and/or sensitive.
- Discuss with budget holders performance against budget and to work with them to help identify the causes of variances and to suggest possible corrective action.
- Develop an understanding of DHCW work programmes in order to assist and advise Budget Holders in interpreting complex financial information and identifying and selecting appropriate financial solutions from a range of options.

- Undertakes analysis, and provides advice as required, to Budget Holders and managers in order to inform decision-making, the resolution of financial risks and to support budgetary forecasting.
- Identifies, interprets and reports discrepancies, trends or problems at an early stage via analysis of the General Ledger and communicates with appropriate staff.
- Ensures that Budget Holders when forecasting the financial outturn position for DHCW, all known issues are included and communicated appropriately.
- Responsible for the generation and electronic distribution of directorate budget reports, in accordance with the agreed timetable. Maintaining a monthly check list of budget holder responses, to an audit acceptable standard. Ensuring routine and ad hoc queries are dealt with accurately and within an acceptable timeframe.
- Follows and applies the delegated budgetary control procedures for Delegated Financial Management, and assists with implementing these procedures by offering advice to budget holders as required.
- Undertakes ad hoc forecasting, variance analysis to support the management accounting team, as required.
- Review and reconcile control schedules detailing delegated budgets, reserves, income, and staff database etc., ensuing good audit trail, in accordance with Finance Control Procedures.
- Responsible for the design and development of the Delegated Budgetary Control System and financial information systems including databases, developing financial procedures ensuring budget holders have access to relevant, reliable and accurate information.
- Accurately and regularly performs delegated monthly closedown processes and pro- actively undertakes required maintenance to income, expenditure and budgets within financial ledger.
- To provide other financial information as required within agreed timescales and deadlines, ensuring a high quality professional finance service is provided to users.
- Prepare directorate accruals and prepayments.

- Ensure the timely and accurate accounting for income.
- Design and maintain control spreadsheets to enhance the quality of data, and ensure timely correction of errors.
- Produce written monthly variance reports for Budget managers and support the budget holders in interpreting trends, managing financial risk and developing remedial action plans to improve financial performance.
- Work in conjunction with finance staff to ensure that all income is received into the budget code. Review the debtors report with the finance team on a monthly basis and respond to any financial queries
 - Take responsibility for delivering against organisational objectives in own area, and continually strive to achieve value for money.
 - Working with directorate budget holders to review the forecast and reflect local knowledge around key changes in income and expenditure.
- Contribute to ensuring the existence of robust financial controls in own area at all times understanding the standing financial instructions and delegated authority for all budget holders.
- Be aware of risk and take responsibility for identifying and escalating issues regarding financial and non-financial risk.
- Provide quality financial information to customers and local stakeholders to minimise risk of non-payment.

BUSINESS CASE DEVELOPMENT

- Provide the Head of Business Investment with quality input for reporting and business cases Produce detailed and robust costing information in relation to service developments and business plans. Involves financial analysis, risk assessment and direct

communication with managers to ensure validity of analysis and agreement. Able to modify analysis in light of changing assumptions and develop new ideas.

- Work with commercial team to provide robust financial analysis for contractual renegotiation and business cases.
- Provide quality financial information to local stakeholders to aid decision making and business case development for the wider health sector.

FINANCIAL BUSINESS INTELLIGENCE

- Provide complex financial information, analysis and costing as required.
- Provide the Head of Business Investment with quality inputs for reporting and business cases Produce detailed and robust costing information in relation to service developments and business plans. Involves financial analysis, risk assessment and direct communication with managers to ensure validity of analysis and agreement. Able to modify analysis in light of changing assumptions and develop new ideas.
- Work with commercial team to provide robust financial analysis for contractual renegotiations and business cases.
- Provide quality financial information to local stakeholders to aid decision making and business case development for the wider health sector.
- Provide information to project managers, budget holders and other work colleagues as required, responding to various routine and ad hoc queries from customers/staff.
- Responsible for the production of draft costed establishments and budget proposals.
- Responsible for the development and improvement of existing systems and the implementation of any new systems.
- Responsibility for all budget adjustments on DHCW systems, ensuring full reconciliation processes are in place to ensure the budgets reconcile to the financial plan, reserves, and general ledger.

- Utilises I.T and information systems to enhance and develop the management of relevant financial data within the Team.
- Responsible for the ongoing review of quality standards. Offers suggestions and implements the agreed changes.
- Ensure all budget adjustments during the year are actioned in line with the Financial Plan (for example: wage awards, cost pressure funding) and that the finance ledger is reconciled to the Plan after each adjustment.
- Collaborate with the Head of Financial Services & Reporting in the modernisation of budgetary control systems and the wider financial framework operating within DHCW.
- Prepare and review costed establishments and budget proposals and provide sound technical advice to financial plans and business cases.
- Work with the Head of Financial Services & Reporting to develop a robust costing strategy for DHCW and liaise with budget holders and other staff to collect and analyse information about costs.
- Collaborate with the Head of Financial Services & Reporting in the costing, benchmarking and performance management work in order to enhance organisational

efficiency and help to target improvements for internal and external customers.

- Promotes High Standards (i.e. Accuracy in the operation of all financial systems).
- Plan and Manage own workload schedule, also provide Financial accounts support when Higher finance officer is absent.

INCREASING FINANCIAL AWARENESS/TRAINING

- To provide financial and system training both to Budget Holders and to those designated by Budget Holders, as required, as part of the Finance control Toolkit.

PERFORMANCE REPORTING

- Contributes to the monitoring of performance against delegated budgets. Analyses and reports on expenditure variances, liaising with delegated budget holders. Ensures prime expenditure links are correctly actioned and maintained.
- Monitors achievement against the Financial Plan on a timely basis by producing reports from the finance ledger and undertaking detailed analysis.
- Responsible for the calculation of monthly accruals and prepayments where required for ledger input and reporting purposes.

COMMUNICATIONS

- Represents The Head of Financial Services & Reporting in their absence at the Management accounts meetings, Finance & HR Meetings & Senior Finance Forums at Trust Head Quarters, and present financial reports as necessary.
- Provide highly complex budgetary information at high level meetings, such as the Variable pay meetings held at Trust HQ and at a local basis. Communicating high level reports, and discussing solutions in complex situations. Required to negotiate / persuade on contentious situations, while also dealing with highly sensitive financial information.
- Communicates Complex Information effectively with all members of the Team, with designated Budget Holders, colleagues from Trust departments, Trust director of finance and outside organisations.
- Attends and proactively participates in Finance meetings at all levels of the organisation as required, providing budgetary and financial information and support as appropriate (for example, monthly budget meetings).
- Ensures that work is completed in line with financial timescales and legal requirements, interpreting these where necessary.
- Advise Finance and non-finance staff on complex finance issues.
- To supervise DHCW Finance Officers as and when required.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

Educated to degree level orequivalent.

CCAB (ACCA, CIMA, CIPFA) part
qualified or AAT Membership(NVQ 5);

Evidence of post graduate development – education and/or training and CPD or equivalent experience

Desirable

Experience

Essential

Significant experience of working within a finance office.

Successfully developed specification of IT services and systems

Knowledge of NHS Financial Procedures and best practice.

Experience of working within a finance office environment.

Excellent communication skills and interpersonal skills when dealing with highly complex and sensitive information to and from a wide range of stakeholders.

Desirable

Supervisory Experience

Skills and Attributes

Essential

Excellent financial analysis skills Excellent planning skills

Ability to work well under pressure, prioritise workload and meet deadlines

Good written skills.

Desirable

Ability to speak Welsh

Other

Ability to travel to sites across

Wales.