



DEPUTY FINANCE MANAGER

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Deputy Finance Manager
Band	Band 6
Directorate	Finance
Accountable to	Deputy Finance Business Partner
DBS Required?	None

JOB PURPOSE

The post holder will assist the Finance Business Partner/ Deputy Finance Business Partner in providing comprehensive financial management support and advice to Directors, Senior Managers and Corporate Budget Holders.

The post holder will be part of a team directly involved in the maintenance of the general ledger and budgetary control system which are used in the production of monthly financial statements for budget holders.

As a senior member of the team, the post-holder will be expected to work independently and use their own

initiative within their own sphere of work. Guidance will be available when required from the SFBP/DFBP.

The post-holder will be responsible for ensuring compliance with all finance policies and procedures including Trust Standing Financial Instructions (SFIs).

The post holder will supervise the junior staff within the department and contribute to their training and personal development, enforcing Trust policies within the team.

As a senior member of staff, the post-holder will be expected to become involved in financial matters relating to the whole Trust as and when required and contribute to the continuous improvement of team and Finance Department procedures.

Main Duties and Responsibilities

Responsibility for staff:

- Be responsible for the day-to-day co-ordination of finance staff (Finance Management Assistants and Finance Apprentices) in the Division, providing practical/specialist training and appropriate delegation of work to staff.
- Be responsible for the day-to-day management and supervision of finance staff (FMAs and finance apprentices) in the Group, including motivating junior staff to meet deadlines and targets, recruitment, implementation of HR policies and Finance policies (e.g. Standing Orders, Standing Financial Instructions) and dealing with performance issues.
- Be responsible for the personal development of finance staff (FMAs and finance apprentices) in the team.

Responsibility for resources:

- Not Applicable – No Direct Budget or Resource Management

Key responsibilities:

Financial Reporting

- Produce accurate, timely and appropriate monthly financial and performance management information for the Division, including the monthly management accounts, within the timescales determined by the Trust. This will involve the collection, collation and processing of complex data from a variety of sources into appropriate information to allow input into the computerised ledger.
- Calculate accruals, prepayments and adjustments to be reflected in the monthly management accounts and maintain a clear audit trail by means of adherence to trust financial procedures and International Financial Reporting Standards (IFRS).
- Quality check month end reports for accuracy.
- Produce yearend financial projections to assist in the management of budgets.
- Supervise FMAs and finance apprentices, including delegation of tasks as appropriate.

- Produce monthly variance reports and graphs to explain the in-month and year-to-date financial variances and run rates.
- Present complex financial and performance information to the Divisional Management Teams, other senior managers and clinical staff at a range of forums including regular Divisional meetings as well as one-to-one meetings with individual budget holders.
- Ensure that monthly financial performance information is communicated to budget holders within the Group and that any issues raised are addressed in an appropriate and timely fashion.
- Support the production of the statutory annual accounts including the provision of information and carrying out various end-of-year tasks including co-ordination of stock takes within the Division.
- With the guidance of the SFBP/DFBP, respond to queries from internal and external auditors.
- Maintain an awareness of contract activity and performance.

Financial Planning

- Contribute to the development of and maintain an awareness of Divisional objectives and facilitate their achievement by the provision of a comprehensive financial management service.
- Work to achieve agreed objectives within Finance and the Division, acting as the lead financial specialist for that Division.
- Work closely alongside the Centre Managers in the annual financial planning process for the Divisional including identifying, co-ordinating and quantifying Service Developments, Cost Pressures, Cost Improvement Programmes (Cash Releasing Efficiency Savings) and Capital Bids to support the annual objectives.
- Lead the annual budget setting process for all specialties, within the Division for which they are responsible, in line with the Trust's timetable. Prepare a budget booklet for the Division giving a detailed breakdown of the calculation of each budget. Obtain the signed agreement of each individual budget holder within the Group to the proposed budget. Ensure that the combined budget reconciles to the control total set as part of the annual financial planning process.
- Identify threats to the financial stability of the Division and agree rectification measures with the relevant clinical or non-clinical managers. These plans will require monitoring thereafter to ensure that overall financial viability is being maintained.
- Identify opportunities to create best value for money through increasing productivity and efficiency within the Division.

Resource Utilisation and Financial Control

- Support the production of business cases within the Division, including leading the financial appraisal. This will involve analysis of highly complex data and the application of recognised investment appraisal techniques to proposals to facilitate decision making and ensure that developments can withstand robust financial scrutiny. The post-holder will be required to present business cases to the Division and Finance staff, explaining the reasoning behind calculations and recommendations.
- Assist in the negotiation of SLAs with external organisations for services provided by and received

by the Division to ensure that income is maximised and best value for money is achieved, respectively.

- Ensure that financial arrangements contained within Service Level Agreements with external organisations for services provided by or received by the Division are implemented to ensure that income is received, and expenditure is not inappropriately authorised respectively.
- With the support of the procurement department, negotiate external contracts with suppliers.
- Take the financial lead on evaluation of tenders to ensure that the Division is providing best value for money.

Costing and Capacity Planning

- Contribute to the completion of the Trust's reference cost and NHS Improvement returns by assisting other finance staff as appropriate. This will include the gathering and validation of information from within Corporate Finance which will enable accurate costs of individual services to be established.
- Provide robust financial data to inform the negotiation of Business Cases and the annual contracting process.

Financial Policies and Procedures

- Train and provide advice to budget holders within the Division to enable them to comply with the Trust's Corporate Governance requirements as set out in the Standing Orders, Standing Financial Instructions and Scheme of Delegation.
- Ensure that there are appropriate internal controls in place within the Division to manage expenditure appropriately and reduce the risk of fraud and other losses.
- Support the implementation of national policies across the Trust e.g. national tariffs and PayScale changes and implement these within own areas.

Financial Accounting

- Help develop and maintain processes which deliver the Trust's Financial Accounting objectives for:
 - Accounts Payable including compliance with the Public Sector Payment Policy.
 - Accounts Receivable including improved debt recovery.
 - Treasury Management including understanding working capital and helping to ensure the Trust's cash-flow is optimised.
 - Statutory Accounting including the production of the Annual Accounts.
- This will involve liaising with budget holders for authorisations where appropriate, ensuring appropriate authorisation has been given prior to the delivery of services.
- Negotiate with NHS/external organisations over cost/service issues, effectively resolving disputes to facilitate payment and improve cash-flow.

Quality Assurance

- To ensure that the process of financial management takes into account the need to enhance the quality of care provided within the hospital.
- To help ensure that the process of financial management provides complete, accurate, timely and consistent information, in line with recognised best practice.
- Review and update financial procedures and processes that may impact on the Division and implement required changes to ensure compliance.

Other

- Participate in the planning, development and implementation of Financial and Operational IT systems, for example the Electronic Staff Record, Lab information Systems etc.
- The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • GCSE Grade 4 or above in Maths & English. • Qualified to Degree level or equivalent relevant experience. • AAT Level 4 or significant relevant experience. • Demonstrating progression towards a professional accountancy qualification. (CCAB) 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Significant relevant experience working in management Accounts • Evidence of accurate production and monitoring of financial performance information and regular liaison with budget holders • Good understanding of management accounting concepts and techniques 	<ul style="list-style-type: none"> • Working knowledge or an interest in NHS including understanding of key targets and the performance management framework • Experience working within the NHS or another large complex organisation • Experience managing staff

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to supervise junior staff, enforcing Trust policies/SFI's • Numerate with strong analytical skills. Proficient in use of spreadsheets, databases and computerised ledger systems, requiring good keyboard skills • Good written and verbal communication skills • Ability to explain financial concepts to non-finance staff • Ability to interpret and influence/negotiate with operational and clinical staff on contentious issues – e.g. cost improvement programmes • Ability to prioritise workload and achieve tight deadlines • Evidence of strong teamworking skills • Ability to use initiative to overcome problems 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to development and training of staff • Displays smart appearance and integrity • Reliable, punctual, pro-active approach • Ability to travel to fulfil role, both between hospital sites and elsewhere as required. 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)