

## Appendix A

# Job Description

<b>Job title:</b>	<b>Chief Financial Officer</b>
<b>Grade:</b>	<b>Trust Contract – very senior manager</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Accountable to:</b>	<b>Chief Executive</b>

### Job Purpose and Overview:

The Chief Financial Officer (CFO) is the professional head of finance for the Trust and responsible for providing strategic financial leadership and advice to the Trust Board, Chief Executive and Executive Director Team. The role will provide clear financial leadership, direction and strategic advice to the Board of Directors, Chief Executive and Executive Directors. The post-holder will play an active part in the Norfolk & Waveney Health and Social Care System. As such the post holder will have a key role to play to ensure effective professional input to the definition and development of the strategic direction, as well as the day to day managerial decision-making process. The Chief Financial Officer will advise the Chief Executive and Board on matters of financial governance and probity, ensuring the highest standards of financial governance and management in line with best practice.

The CFO will lead the development and delivery of the financial strategy, providing expert financial advice about key investment decisions and ensuring the Trust operates within the resources available, in order to deliver the strategic plan. The post holder will be responsible for the development of a proactive and effective financial strategy for the Trust, which takes account of the wider financial position of the local health system and will have key responsibility for ensuring that proper accountability and stewardship is maintained.

The CFO will be responsible for ensuring robust business planning and budget setting, financial coherence between corporate strategies, clinical strategies, business planning and risk management. They will also ensure that robust processes are in place, with defined measured targets, to specifically monitor and account for performance against financial objectives, relevant external metrics and standards.

As a member of the Executive Team, to share corporate responsibility and contribute to the development and implementation of the Trust key objectives to deliver services that provide optimum patient care and experience, and ensure efficient use of resources.

In common with all members of our team, the CFO is expected to advocate, exemplify and commit to act as a role model, by championing the NNUH values. This will include providing constructive challenge to behaviours that are not consistent with our values.

The CFO will be a full voting member of the Trust Board.

**Key working relationships:**

Executive Directors	Chairman and Non-Executive Directors
NNUH Governors	Direct line management reports
Chiefs of Division	Chiefs of Service / Service Directors
Divisional Operational Directors	Local Clinical Commissioning Groups
University of East Anglia and other HEIs	Norwich Research Park partners
Norfolk and Waveney System Partners, including CCGs, Councils and the Voluntary Sector	NHS Improvement/England Patients, carers and families

As CFO, the post holder will be responsible for advising the Board and providing assurance on all aspects of the following:

- Financial planning and ensuring delivery of the financial plan
- Treasury management
- Workforce information (payroll, ESR and E-Roster)
- Service Line Reporting and Costing Transformation Programme
- Co-ordinating across the Trust integrated arrangement for comprehensive Business Planning and efficiency delivery, triangulating finance, clinical activity, workforce, performance and quality
- Commercial, including all Commissioning, Contracting and Procurement activities
- Capital Investment Strategy
- Performance Reporting
- Business Intelligence
- Clinical Coding
- Use of Resources assessment

## Key Duties and Responsibilities

- 1 Take responsibility with other Executive Directors and as an Executive Director of the Board for shaping the strategic direction of the Trust, quality of service and care provided to patients.
- 2 Ensure the development and monitoring of a sustainable business plan and robust corporate processes and prepare financial plans and budgets with defined measurable targets, based on appropriate performance and benchmarking data, in order to develop the Trust's ability to forecast accurately and to monitor performance against financial objectives.
- 3 Ensure the Trust's financial and commercial compliance with all statutory and regulatory obligations to which it is, and will be, subject.
- 4 Prepare all reports, especially the Annual Report and Accounts, to the required accounting standards and to the satisfaction of the Trust's external auditors.
- 5 Ensure the relevance and quality of management information to the Board and Trust Executives to enable the full engagement of all clinicians and managers in the Trust's decision-making process and to support improved service profitability and forecasting capability.
- 6 Establish and manage financial control systems and ensure the efficient and effective operation of financial management services, including Treasury, cash management and capex function, making changes as necessary to ensure a best in class Finance function.

## Financial & Professional Responsibilities

- 7 Provide professional leadership to Finance and related professionals within the Trust and actively contribute to the development of a recognised leading-edge finance function.
- 8 Promote optimum standards of professionalism within procurement to ensure compliance with external standards and best practice and support the delivery of a dynamic function.
- 9 In respect of Cost Improvement Plans (CIPs) - lead the management of change and transformation and seek out opportunities to improve service delivery through empowerment, partnership and new ways of working.
- 10 Lead the development of the financial and commercial capacity of the Trust, its directors and senior managers. Oversee and ensure the probity and appropriate financial control of capital projects.
- 11 Work closely with colleagues to grow and develop new income streams including the exploitation of intellectual capital and innovation within the Trust, and for services provided to other bodies

### **Service Transformation and Change Management**

- 12 As a financial leader within the Norfolk and Waveney Sustainability and Transformation Partnership (STP), contribute to and drive the development and delivery of a sustainable financial plan.
- 13 Together with executive colleagues support the reconfiguration of clinical and corporate services as agreed within the STP

### **Communications and Relationships**

- 14 Build and maintain strong working relationships with the Trust's external partners as necessary, including NHS Improvement, NHS England and the Care Quality Commission.
- 15 Act as Compliance Officer for the purposes of the Bribery Act and will discharge all duties in relation to meeting the requirement of the Act

### **Other**

- 16 Provide such other services or duties as the Board and/or Chief Executive may determine and advise you from time to time.
  - 17 This job description is not intended to be restrictive, and will be regularly reviewed. It may be amended in the light of changing circumstances following consultation with the post holder. It does not form part of the contract of employment.
  - 18 The post holder will be a member of the Executive On-Call rota
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## Person Specification

Post Title	Chief Financial Officer	
	Essential Criteria	Desirable Criteria
Education/ Qualifications	<ul style="list-style-type: none"> <li>• Qualified accountant</li> <li>• Masters degree in relevant subject area or equivalent knowledge</li> <li>• Evidence of continuous professional development and personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Further evidence of leadership development and learning</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience at Director level in an organisation of scale and complexity equivalent to NNUH</li> <li>• Leadership of a financial function in a large, complex organisation</li> <li>• Track record of developing successful financial strategies through effective stakeholder engagement</li> <li>• Evidence of building positive partnership relations</li> <li>• Track record of delivery of financial and performance objectives to complex organisations</li> <li>• Ability to acquire expert knowledge of regulatory requirements that Foundation Trusts operate in</li> <li>• Ability to operate within a teaching and research focused organisation</li> </ul>	
Skills & Abilities	<p><i>Strategic Management</i></p> <ul style="list-style-type: none"> <li>• Ability to think conceptually and communicate concepts effectively</li> <li>• Strong decision-making skills with the ability to take decisions and make recommendations upon analysis of opinions</li> <li>• Able to engage and involve senior staff across disciplines in the development of strategic issues</li> <li>• Articulate a clear personal vision of what needs to be achieved</li> </ul> <p><i>Strategic Partnerships</i></p> <ul style="list-style-type: none"> <li>• Understands the different perspectives of stakeholders</li> <li>• Can build effective relationships with key partners</li> <li>• Can deal in a balanced and open way with conflict</li> <li>• Can develop strong networks within and outside of NNUH</li> </ul> <p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Strong persuasive and influencing skills with the ability to present ideas and proposals</li> </ul>	

	<p>effectively at Board level</p> <ul style="list-style-type: none"> <li>• Excellent written communication skills and the ability to produce reports on complex issues in a timely manner</li> <li>• Clear analytical skills to allow explanation, evaluation and interpretation of information and opinions</li> </ul> <p><i>Disposition</i></p> <ul style="list-style-type: none"> <li>• Inspires others and leads by example</li> <li>• Flexibility</li> <li>• Ability to mediate/negotiate between different interest groups</li> <li>• Exemplary personal standards of conduct and behaviour and embodiment of NNUH values</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Meets the 'fit and proper person' requirements as specified by the Care Quality Commission</li> </ul>	