

## Job Description: Head of Finance

Post Title: Head of Finance	Post Reference:	
<p><b>Summary of the Role:</b> Leading the Finance Department's primary services, setting strategy, direction and robust financial planning for the company. Deputise or the Director at key Company meetings, inter-actions with the Group Finance team &amp; support to all commercial contracts.</p> <p>Accountable for: Management Accounting, Financial Accounting, Service level costing and other costing processes, Capital Accounting &amp; Management of the Finance team.</p>		<b>Reports to:</b> Finance Director
		<p><b>Base/Location:</b> QEF HQ Estates Department Queen Elizabeth Hospital Gateshead</p>
Key Responsibilities		Working Relationships & Contacts
<p><b>Financial Leadership and Management</b> Co-Ordinate and contribute to the development of the financial strategy and annual plans to support the achievement of the company's objectives. Contribute to and ensure financial rigour in the review and decision making process relating to major business decisions. Champion the need for, and benefits of, close working between financial and service teams to drive improvements to both service delivery and efficiency. Ensure compliance with the HMRC / Group / NHSI Financial compliance regimes.</p> <p><b>Line Management Responsibility</b> The Head of Finance will have to direct line management responsibility for the Finance Department. This will involve:</p> <ul style="list-style-type: none"> <li>- Leading, managing and motivating the relevant teams.</li> <li>- Managing and developing the individual performance review processes, including staff training and development.</li> <li>- Managing and developing the departmental performance management processes.</li> <li>- Management of disciplinary and grievance procedures for direct line reports, chairing hearings or appeals where required.</li> <li>- Management of the departmental pay and non-pay budgets.</li> </ul> <p><b>Management Accounting</b> Provide a full financial management service o the company which provides accurate and timely information to all decision makers and budget managers. Set and agree annual budgets, provide details monthly monitoring information and ensure corrective action is taken where material variances to the plan occur or are forecast. Lead on financial planning to support the financial strategy of the company including the flexing of budgets and development of MI reports beyond the restrictions of the finance systems.</p> <p><b>Financial and Business Planning</b> Work with the Finance Director and relevant managers to develop short and medium term financial plans in line with the company's business plans. Act as the Finance lead on Business planning. Develop processes and communication links to ensure that financial plans.</p>		<p>Senior Management team Service Managers Corporate Functions Customers Government Bodies</p>

<p><b>Financial Accounting</b>  Manage and develop the financial management recording and reporting systems in order to meet the Company's, the groups and external requirements.  Co-Ordinate cash flow planning, monitoring and control.  Manage the capital accounting systems and reporting.  Manage and co-ordinate the production and audit of the annual accounts and associated returns.  Maintain and develop standing financial instructions, standing orders and other financial policies and procedures.  Review and develop income processes to ensure activity is billed appropriately, in line with contractual agreements.  Manage cash collection systems to ensure income is received promptly.  Cost individual services and developments as required.</p> <p><b>Controls Assurance / Risk Management</b>  Co-ordinate the development and maintenance of internal controls and risk management arrangements.  Identify relevant key service and financial risks to ensure these are effectively minimised and reported as part of the performance management and controls assurance reporting processes.  Maintain the finance section of the Company's risk register and contribute to review of the corporate level risk register.</p> <p><b>Performance Management</b>  Work closely with the Finance Director on Reporting and development of monthly and ad-hoc financial information for the Senior Management Team and the Board. This will cover all key financial targets and relevant risks and opportunities.  Review and develop the performance management reporting and review processes.  Contribute to the development of a performance management culture, based on setting and achieving stretching but realistic targets.</p> <p><b>Service Developments / Business Cases</b>  Lead on the development, consultation, review and approval of business cases ensuring that agreed developments are incorporated into financial plans.  Conduct post implementation reviews of major projects.  Ensure adequate financial support and rigour is employed in new commercial ventures.  Provide technical accounting and tax knowledge planning.</p>	
<p><b>Job Dimensions:</b>  <b>(problem solving, Decision making, impact, resource management including value, working environment, responsible for staff &amp; equipment)</b></p>	<p><b>Performance Measures and KPIs</b></p>
<p>Interpretation of complex financial information.  Board level presentation skill.  Problem solving significant issues and understanding the breadth of the organisation and its markets and environments decision making and advertising all managers of financial implications.  Management of all finance team with responsibility for team objectives.  Developing and understanding complex spreadsheets for modelling financial projects and results.</p>	<p>To be identified through annual appraisal process (agreed and reviewed annually)</p>

<b>Person Specification:</b> <b>(Please state Essential (E) or Desirable (D))</b>		
<b>Knowledge &amp; Skills:</b> Proficient IT skills and ability to use Microsoft Office packages (ie Outlook/Word/Excel/PowerPoint) Ability to lead and influence managers and stakeholders at all levels Ability to lead, manage and motivate staff Excellent written and verbal Communication skills Able to analyse and interpret complex information financial data and statistics to assess issues, identify trends, anticipate issues and generate solutions or forecast Able to plan and prioritise work in the context of a fast-paced and changing environment to meet deadlines Able to manage change, including systems change Able to build and work effectively in multidisciplinary teams at all levels	<b>Experience</b> Worked at or with senior level management outside of accountancy practice. Leading and managing teams. Experience of business continuity planning Delivery robust financial management and control systems and process. Developing a continuous improvement mind-set and driving efficiency Producing management information and analysis for operational management and development of policy and strategy Dealing with internal and external auditors Risk management processes Extensive technical knowledge and experience of IFRS and experience of real world VAT and tax matters in private sector.	<b>Qualifications</b> Professional qualified accountant  Qualified ACCA or equivalent, plus demonstrable significant specialist expertise in all aspects of finance.
<b>Core Behaviours</b>	The ability to work with people at all levels The ability to prioritise tasks and meet deadlines The ability to anticipate issues and respond to unforeseen changes Attentive to detail and accuracy	
<b>Leadership Behaviours</b>	Ability to build and proactively sustain effective working relationships with other staff Ability to communicate with senior colleagues with clarity and confidence	