



**Lancashire Teaching
Hospitals**

NHS Foundation Trust



JOB DETAILS FOR THE POST OF CHIEF FINANCE OFFICER

**Excellent
care with
compassion**



@LancsHospitals

CHIEF FINANCE OFFICER

The Trust in context

We are one of the largest acute Trusts in the country, providing district general hospital services to 370,000 people in Preston, South Ribble and Chorley and specialist care to 1.5 million people across Lancashire and South Cumbria.

Our mission is to always provide excellent care with compassion which we do from three facilities :

- Chorley and South Ribble Hospital
- Royal Preston Hospital
- the Specialist Mobility and Rehabilitation Centre

We are a values driven organisation. Our values were designed by our staff and patients and are embedded in the way we work on a day to day basis:

- **Caring and compassionate.** We treat everyone with dignity and respect, doing everything we can to show we care.
- **Recognising individuality.** We respect, value and respond to every person's individual needs.
- **Seeking to involve.** We will always involve you in making decisions about your care and treatment, and are always open and honest.
- **Team working.** We work together as one team, and involve patients, families, and other services, to provide the best care possible.
- **Taking personal responsibility.** We each take personal responsibility to give the highest standards of care and deliver a service we can always be proud of.

We believe that to provide the best care, we need to continually improve the way in which we provide services. If we are to be the best, we need to continually seek improvement and embrace change, empowering our teams to develop ideas and drive them forward. In order to do this, we have adopted a continuous improvement approach and developed a strategy to support this.

Our strategic objectives are

- To provide outstanding healthcare to our local communities
- To offer a range of high quality specialist services to patients in Lancashire and South Cumbria
- To drive innovation through world class education, training and research

The delivery of excellent services to our local patients through the provision of district general hospital services is at the core of what we do. To achieve this we need to ensure we focus on meeting key quality and performance indicators so our patients can be assured of safe and responsive services.

As well as providing healthcare for our local patients, we are proud to be the provider for a range of regional specialist services. These services include:

- Major Trauma
- Cancer (including radiotherapy, drug therapies and cancer surgery)
- Disablement services such as artificial limbs and wheelchairs
- Neurosciences including neurosurgery and neurology (brain surgery and nervous system diseases)
- Specialist vascular surgery
- Renal (kidney diseases)

Our portfolio of services will continue to develop as the strategy for the provision of services across our region is developed by our commissioners, but the delivery of specialist services will remain at the heart of our purpose and the decisions we take in our day to day activities will be taken in the context of ensuring we remain as the region's specialist hospital. We have recently undertaken a service portfolio review to ensure that we can deliver sustainable services which have key interdependencies to our regional service provision.

When we were established in 2005 we were the first trust in the county to be awarded 'teaching hospitals' status. We believe that developing the workforce of the future is central to delivering high quality healthcare into the future. We know we are a regional leader in respect of our education, training and research and as the only NIHR clinical research facility in the region and a leading provider of undergraduate education, we will continue to drive forward the ambitions described in our education and research strategies.

We employ nearly 10,000 staff and are committed to working in partnership to deliver seamless care to patients.

Job Description

Job Title:	Chief Finance Officer
Accountable to:	Chief Executive Officer
Reports to:	Chief Executive Officer
Responsible for:	Financial strategy, financial planning / management, resourcing strategy, Estates and Facilities and procurement.

Main Organisational Relationships

Internal: Chief Executive Officer, Deputy Chief Executive, Executive Directors and Non-Executive Directors, Corporate Directors, Divisional Directors, Financial services (ia One LSC), Procurement (via One LSC) and Governors.

External: NHS England - nationally / regionally – Healthwatch, Department of Health and Social Care, Lancashire and South Cumbria ICB, The ICB Placed Based leadership team, the Provider Collaborative with its associated governance structures including One LSC.

Job Summary

The Chief Finance Officer will work with, and as part of, the Board of Directors to provide leadership to deliver the strategic ambitions of Lancashire Hospitals NHS Foundation Trust (LFT).

- The Chief Finance Officer will provide strategic and operational advice to the Chief Executive and the Board of Directors on all operational and associated business.
- The Chief Finance Officer will maintain strong working relationships with partners across Lancashire and South Cumbria
- They will support the development of the Trust's strategic and operational plans together with facilitating their implementation.
- The Chief Finance Officer will be responsible to the Chief Executive for financial management, financial planning / financial strategy and procurement support to the Trust. This specifically includes the design and stewardship of credible financial policies, procedures, practices and reporting regime through to the Board of Directors.
- The post holder will maintain oversight of the systems and processes in place to ensure financial probity and adherence to Standing Financial Instructions and other relevant policies.
- The post-holder will be responsible for the Estates and Facilities function and its future alignment with One LSC.
- Through the relevant relationships established through One LSC the post-holder will also have specific responsibilities for financial and procurement systems, policies and processes
- They will take an active role in the governance and development of the Trust's financial recovery plans
- They will be required to evolve the Trusts approach to long terms financial planning and the development of the New Hospital Programmes replacement of Royal Preston Hospital
- They will be actively involved in material strategic capital cases whether they are contracting or commercial.
- The post holder will Chair the Capital Planning Forum and the associated development of capital plans together with their subsequent mobilisation and reporting.
- The Chief Finance Officer contributes to the Executive Director On-Call Rota.

Duties & Responsibilities

The post holder will be a member of the Executive Director Team working directly to the

Chief Executive Officer providing leadership to the organisation. Each of the Executive Team

holds a broad portfolio of responsibilities with the expectation that they will work together as a cohesive team on a range of initiatives in support of the corporate management of the Trust, in keeping with the Trust's Constitution.

Key Responsibilities include

- Fulfil statutory responsibilities as a member of the Board of Directors and ensure that the Trust adheres to national policy and practice in all the postholder's key areas of responsibility.
- Encourage continuous improvement and organisational development, specifically ensuring that those with governance responsibilities have the financial capabilities necessary to deliver their roles effectively.
- Be proactive in managing change and risks, focusing on outcomes and helping to resource plans for change and development.
- Provide impartial professional advice and meaningful financial analysis and interpretation, to enable the development of strategy, planning, decision making and control.
- Contribute to the continued development and implementation of the internal clinical service redesign and improvement, ensuring the Trust remains at the forefront of service delivery and clinical service innovation in line with any potential changes to the external environment.
- Establish and maintain excellent internal and external relationships, ensuring effective communication of Trust objectives and plans whilst supporting an active agenda of clinician engagement and patient involvement.

- The post holder will be the Trusts Senior Information Risk Officer.
- The post holder will lead on ensure arrangement are in place for Counter Fraud (MIAA)
- The postholder will at times attend the Central Services Executive Committee on behalf of the Chief Executive; in so doing, they will play a lead role in the assurance processes between One LSC and the Trust.

Principal Duties include

- Ensure policies and procedures are in place for sound forecasting, monitoring and management of the Trust's cash to secure liquidity and financial stability and to meet the Trust's statutory financial responsibilities.
- Implement financial management policies, to underpin long term financial health and sustainable finances and review performance against them.
- Ensure the finance function has a major involvement in the Trust's overall management processes including active involvement and influence on all material business decisions.
- Formulate the annual corporate financial plan to cover both revenue and capital issues.
- Ensure accurate, timely and relevant financial information is provided to the Chief Executive and Board of Directors on the budgetary performance of the Trust to enable the preparation of annual budgets.
- Translate income generation and cost improvement requirements, set by the Chief Executive and the Board of Directors, into clear, cost and assigned financial targets to fully meet the requirements of the annual financial plan.
- Develop resource allocation strategies to deliver business priorities, based on an understanding of present and longer-term needs.
- Ensure that opportunities and risks are fully considered and consistent with the overall financial strategy of the Trust.
- Be responsible for monitoring and reporting on financial performance, linked to related performance information and strategic objectives.
- Work with executive colleagues to ensure that Financial, Service and Workforce Strategies are aligned and are financially robust and sustainable.
- Lead the promotion and delivery of good financial management so that resources are safeguarded, used appropriately, economically, efficiently and effectively.
- Be the Executive lead for the finance service provided through One LSC.
- Be the Executive lead for the procurement service provided through One LSC.
- Be the Executive lead for the Estates and Facilities services and their future transfer to One LSC

Public Accountability and Stewardship

- Responsible for the financial control and accounting systems of the Trust and to review the Trust's Standing Financial Instructions and internal financial control procedures.
- Prepare statutory annual accounting returns in accordance with NHSE deadlines.
- Ensure that the Trust's capital assets are managed effectively and reflected accurately by the asset register and the Trusts balance sheet.
- Lead on the arrangements for internal audit and counter fraud via the externally contracted partner (MIAA), to ensure a professional relationship with and financial input to, the Audit Committee and External Audit as required.
- Through the finance leadership arrangements (One LSC), be responsible for the accuracy of payments to suppliers.
- Through the finance leadership arrangements (One LSC) manage the cash flows relating to creditor payments, payroll billing and investments including forecasting of such, to ensure minimal cash balances are maintained when necessary.

Behaviour

The postholder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Person Specification – Chief Finance Officer

	Attribute	Essential	Desirable
Qualifications - Academic / Professional	• General education to degree level or equivalent work experience operating at Master level or equivalent experience. • Second degree/master's level qualification in a related subject or equivalent knowledge, training and or equivalent experience. • Qualified Accountant with a recognised CCAB accountancy body. • Track record of recent and relevant continuous development.	✓ ✓ ✓ ✓	
Skills, Knowledge Requirements & Experience	Strategic Leadership • Experience as Chief Finance Officer within a large complex NHS organisation or specifically within an Acute Hospital / NHS Community Trust. • Relevant experience of working in complex NHS organisations or systems. • A proven ability to deliver consistently to NHS standards of operational performance. • A track record of leading programmes of change including outcome improvement and cost reduction. • Experience of leading contractual and procurement processes Effective Partnerships • A commitment to system and organisational excellence. • A commitment to close working with health and social care partners in Lancashire and South Cumbria. • Knowledge of current financial and planning systems. Wider NHS and health context	✓ ✓ ✓ ✓ ✓ ✓	

	• Knowledge of current national and Lancashire and South Cumbria NHS / Care systems. • A solid and evident understanding of NHS dynamics and the values of the UK public sector. • Experience of working within a national or regional context in the NHS or other relevant areas. • Experience within a national or regional role	✓ ✓	✓
Personal Attributes	• Strong interpersonal skills and personal credibility, with the ability to quickly gain the confidence of and build relationships with others, including managers, clinicians and staff. • Innovation and creativity – ability to make decisions that encourages new ways of working and develop a culture of innovation with a willingness to take calculated risks. • Achievement focused – ability to set targets and get things done to achieve continuous improvement. • Politically astute. • Resilient under pressure and calm in a crisis. • Sets high standards for self and team and motivates and inspires others to achieve these. • Committed to support and deliver a culture of continuous learning for both self and team. • Initiative – sees opportunities and acts on them – proactive rather than reactive approach. • Decision making – ability to make decisions based on an analysis of key financial, people or service concepts. • A commitment to the ethical standards expected of public sector leaders in the UK including the fit and proper person's test.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	



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