

Job Title:	Finance Business Partner
Reports to (job title):	Senior Finance Business Partner
Line Manager to:	n/a

Job purpose

Reporting to the Senior Finance Business Partner, you will be responsible for providing effective financial leadership, monitoring and insight through key management reports, analysis and advice to operational team managers and wider directorate leadership to enable delivery of their budgets and service objectives.

This role supports a portfolio within the BSW business unit with responsibility for services with a cost base of approximately £30–40m, working closely with operational and clinical stakeholders to drive performance and value.

Key duties include:

- Production of the monthly performance reports which include the management accounts, analysis of financial data, commentaries and translating them into actionable recommendations for non-financial stakeholders.
- Play a key role in the budgeting and forecasting processes, working with budget holders to develop and manage financial plans.
- Ensuring that process disciplines and controls are adhered to and seek opportunities to recommend improvements to internal controls.
- Acting as an expert to produce insightful and impactful timely information to help drive business improvements.
- Build relationships with teams throughout the business, maintaining positive relationships to provide effective customer service and provide support to colleagues as necessary.
- Support new bids and opportunities, and other ad hoc finance evaluation to support decision making.
- Identify opportunities to improve financial management processes and controls, strengthening governance and enhancing the quality of financial information.

The finance business partner should be the first point of contact for the operational teams for all queries regarding financial performance.

Base

This role operates across Bath & North East Somerset, Swindon & Wiltshire (BSW), requiring travel to operational sites as required. Hybrid model of agreed base and homeworking.

This post is responsible for

A portfolio of services within the BSW business unit supporting services with a combined cost base of approximately £30–40m.

Key responsibilities

Provide insightful, standardised timely commercial decision support analysis

- Provide pro-active and reactive financial and commercial analysis to support Business in driving business performance, optimising revenue, containing and reducing cost base and managing cash requirements.
- Provide input and support to the improvement and standardisation of financial and commercial reporting with a focus on internal and external customer requirements
- Provide ad hoc financial analysis to key stakeholders as required
- Work with operational teams to prepare annual budgets and forecasts.
- Provide analysis and commentary to support individual service reviews and monthly business unit performance reports.
- Be pivotal in the implementation of the Workforce plans, and performance management of actual workforce spends against budget in each service.

Provide analysis and input to support successful contractual delivery and provide contractual relationships with third parties

- Support the Senior Finance Business Partner and operational management in external meetings/negotiations and provide financial analysis to support contract negotiations.
- Demonstrate understanding of NHS contract structures, including block and activity-based contracts.
- Support analysis of contract performance, identifying risks and opportunities.
- Work collaboratively with Integrated Care Boards (ICBs) and commissioners.

Provision of robust bid and opportunity decision support

- Have key input into service line remodelling/costing
- Preparation of new bid / rebid models
- Support service transformation through financial modelling.
- Provide financial support to mobilisation of new services, ensuring key financial issues are identified early.

Use knowledge and relationships within Business Unit to support Group Finance in the production of timely and accurate results

- Take ownership of driving innovation, creating efficiencies and reducing monthly accounts turnaround time.
- Explain financial results and concepts to non-financial colleagues. Coach and develop non-financial colleagues to better understand the results within their services.

- Preparation of year end pack to allow completion of statutory accounts & tax calculations by the Central Finance Team.
- Preparing and maintaining procedure notes to allow cross covering of responsibilities.
- Close working relationship with the Central Finance Team, specifically around:
 - Monitoring and supporting cash needs and working capital draw-downs including highlighting cash flow risks/opportunities
 - Pro-active and creative analysis to support revenue reconciliation
 - Apply a proactive approach to identify, highlight, investigate and help resolve key financial issues (e.g. old debts, cash flow, management of balance sheet - accruals/deferred revenue/balance sheet recs etc).
 - Provide commentary to support balance sheet or cashflow reporting and reconciliation
 - Local compliance with Group processes and controls, including coaching and developing non-financial colleagues to better understand the results within their services

Other responsibilities to be agreed individually

This job description is not exhaustive and may be amended from time to time as the employer and employee review at appraisal

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

Technical

- Part or Newly Qualified (studying for a recognised accounting qualification - ACA/CIMA/ACCA or equivalent)
- Experience of accounts preparation from TB to final accounts
- Strong Excel and analytical skills
- Fully IT literate, able to adopt new systems with ease

Capabilities

- Positive attitude and ability to work in a team
- Ability to prioritise and work under pressure of tight deadlines
- Ability to work in a dynamic reporting environment and adapt to change
- Confidence to challenge operational management when appropriate
- Ability to build strong relationships with site based operational contacts
- Must be able to clearly explain/interpret complex financial issue to non-financial operational contacts
- Ability to influence stakeholders

Desirable

- Relevant systems experience (MS Dynamics, MS applications, Proactis, iTrent)
- Experience of business reporting tools
- Experience of attending senior management meetings
- Willingness to develop through internal and external sources
- NHS or healthcare finance experience
- Understanding of ICBs and commissioning
- Experience managing large portfolios (£30m+)

Other requirements:

- Full UK driving licence with access to a vehicle for work purposes
- Willingness to work across different sites as required
- Flexible working hours to meet service demands
- Regular VDU user



Job Description

Employee signature

Manager signature

