



SENIOR FINANCE BUSINESS PARTNER

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.

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	Senior Finance Business Partner
Band	Band 8c
Directorate	Resources Directorate
Accountable to	Deputy Director of Finance - Operational
DBS Required?	None

JOB OVERVIEW

In undertaking the role, the post holder will provide a Business Partnering role to the Divisional Management team and take responsibility for the production of monthly Income and Expenditure information and service line reports for each of the Centres and will present this information to the Division Directors, Centre Managers, Centre Business Managers and the Deputy Director of Finance - Operational. Responsibilities extend to developing recurrently balanced budgets for each Centre and the development and monitoring of cost improvement plans to maintain the financial sustainability of the Centres. As a core member of the Division's senior management team the post holder will also be required to support the development of business cases and ad hoc business decisions.

MAIN DUTIES AND RESPONSIBILITIES

SCOPE AND RANGE

- Managerially and professionally accountable to the Deputy Director of Finance - Operational
- Management of the Divisional Finance Manager
- The post holder will work on an ongoing basis with the Division Directors, Centre Managers and Business Managers.
- Working with Centre and service delivery teams and external parties to ensure Centre and Corporate financial objectives and targets are achieved.

1. KEY RESPONSIBILITIES

- To produce Centre financial plans and ensure consistency with the Trust's overall financial plans.
- Lead on the agreement of all clinical and non-clinical budgets across the Centres within a budget framework set by the Trust.
- Prepare information and advise each Centre on the Centre's annual financial plans and budget with a sensitivity analysis, to ensure an annual budget can be understood and approved. In preparing the budget the impact of any changes to the NHS Operating Framework and Commissioners purchasing intentions must be included and explained.
- To ensure that the annual budgeting process takes in to account the Annual Business Plan.
- To oversee the revenue impact of the Centres Capital plans.
- To support the Deputy Director of Finance - Operational on the impact of changes to the NHS Operating Framework, the effect of LDP/Contract negotiations with Commissioners and the performance of the internal Divisions.
- To prepare information and advise the Centre Management Teams on the Centre's in-year financial position. This will include information on how the current position has been achieved, plus a forecast on the full year financial position taking into account risks and opportunities.
- To provide and oversee the provision of financial management information to external stakeholders, Trust Board, all levels of budget holders on the income and expenditure performance of the Centre compared to the annual budget.
- To ensure that systems are in place and developed to control and monitor the Centre's Income and Expenditure. Integrate the provision of financial and non-financial information at all levels and oversee the implementation and development of Service Line Reporting within each Centre.
- To provide financial management representation at the Centre's Business Meeting and present the financial position to a wide range of Centre Clinicians and Managers.
- To provide support and advice to the Deputy Directors of Finance and Head of Strategic Finance in negotiations with Commissioners throughout the annual contracting process and at monthly performance reviews.

- To support the effective delivery of contract activity within each Centre and ensure regular information is available to the relevant managers and external commissioners.
- To contribute to the financial input into the Trusts benchmarking exercises between various departments within the Trust or with services from external organisations.
- To develop and improve financial information provided to the Centre and the Trust, when comparing the Centre's information with that of other trusts and researching what operational managers require from the finance department.
- To review and develop the level of training available to operational managers within the Centres on the financial aspects of the NHS.
- To deputise for the Deputy Director of Finance – Operational where necessary.
- To manage a team of finance staff supporting the Centres.
- To participate in the overall management of the Finance Directorate as part of the Divisional Management Team.
- To ensure that all budget holders receive sufficient guidance and training to understand and be able to use the information they receive.
- To undertake team / staff management in line with the Trust's policies and procedures, including appraisals, disciplinary, objectives setting, performance review, encouraging individual development and continuous improvement.
- To ensure that Security Policy Code of Conduct Regulations are adhered to.
- To undertake any other duties that are required, which are consistent with the overall nature and level of responsibility of the post.

2. PROFESSIONAL DEVELOPMENT

- To take every reasonable opportunity to maintain and improve self-development including your professional knowledge and competence.
- To participate in personal objective setting and review, including the creation of a personal development plan.

3. SYSTEMS AND EQUIPMENT

- To be fully conversant with corporate communication systems to enable their optimum effectiveness.
- To have experience of corporate software and general office equipment.
- Support the development of the finance system.

4. DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- The jobholder will be required to handle complex and conflicting requirements in making such decisions, demanding significant periods of concentration.
- To liaise closely with the Deputy Finance Director – Operational over the provision of overall financial support and services to the Trust.
- The jobholder will be expected to manage their workload and work flexibly to meet changing operational requirements requiring immediate attention.
- Able to analyse highly complex financial information, including business cases which include a range of objectives. To provide advice on the allocation of financial resources.
- Make a judgement on financial decisions and financial risk where there is no precedent.

5. PLANNING & ORGANISATIONAL SKILLS

- Organise workload to ensure departmental work programme fits into the organisations' information timetables, i.e. information for Trust Board, NHSE and annual accounts, etc.
- Contributes to the Trust strategy of the Finance function with the Deputy Directors of Finance and Finance Director.
- Ensure there is a financial management development programme in place that is responsive to the changing financial environment.

6. COMMUNICATION

- Develop relationships at all levels, including Executive Directors, Trust Board members, and Centre clinicians and managers.
- To ensure relevant information is disseminated as appropriate.
- To present written and verbal reports as and when required. Able to develop influential and effective working relationships with key stakeholders, both internal and external.
- Communicate complex financial advice, advising financial constraints of various management options and persuade on a certain course of action.
- Negotiate with financial and non-financial managers both NHS and external over the significant cost issues
- Present financial information to large groups of financial and non-financial senior managers

7. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

- To travel between Royal Shrewsbury Hospital and Princess Royal Hospital sites as and when required.
- To work flexibly as appropriate in order to meet critical short term and long-term deadlines.
- To act sensitively at all times in ensuring that the concerns of staff are dealt with sympathetically.

8. CONFIDENTIALITY

- To ensure that confidentiality is maintained at all times in conjunction with the Trust's Confidentiality Policy.

9. OTHER

- To undertake any other such duties within their level of competence as may be required by the Deputy Director of Finance - Operational.
- To ensure all Trust Policies and Procedures are adhered to and make recommendations on their amendment where necessary.



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"> • Recognised Professional Accountancy Qualification – i.e. Fully Qualified member of CCAB (as per HFMA national finance profiles definition). • Completion of evidenced ongoing continuing professional development, in accordance with guidelines produced by the relevant Professional Accountancy Body 	<ul style="list-style-type: none"> •

EXPERIENCE AND KNOWLEDGE & SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge of financial and accounting procedures and techniques. • Extensive relevant experience of Financial Management including substantial post qualification experience operating at a strategic level. • Extensive experience of the financial elements of business planning, the preparation of business cases and the practical application of investment appraisal techniques. • Experience of leading, managing and developing a team. • Specialist, expert knowledge of specific NHS policies/procedures for example Payment by Results, Coding, Patient Choice • Good working knowledge of and proven interest in the NHS including understanding of key targets and the performance management framework. • Up to date, in depth knowledge of Financial and Management Accounting procedures including International Financial Reporting Standards (IFRS). • Familiarity with relevant changes in clinical practice and the consequent impact on resource utilisation. 	

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent written communication skills including the ability to summarise highly complex financial issues into concise financial reports and prepare complex, multi- faceted business cases. • Good verbal communication and presentation skills including the ability to explain highly complex financial issues clearly and persuasively to non-financial staff and communicate sensitive or contentious information in order to influence decision making. • Excellent negotiation skills are required to overcome barriers to understanding arising from the complexity of issues. The ability to empathise with a conflicting point of view and work in a co-operative way in order to facilitate a workable compromise is essential. • Standard keyboard skills. • Strong inter-personal skills including the ability to establish and maintain positive working relationships with colleagues at all levels from within the organisation and external stakeholders • Awareness of organisational politics in order to keep healthcare professionals on board with the change and resource management agenda. • Ability to effectively lead and motivate teams to manage change and achieve organisational goals • Flexibility to work autonomously with the skills to make decisions independently and delegate effectively • Proven ability to use own initiative, prioritise work to meet tight deadlines delegate appropriately and apply problem solving skills effectively. • Good understanding of operational issues and how organisational pressures affect broader resource utilisation. • Strong analytical skills including the ability to make sound judgements and decisions on highly complex issues to minimise financial risk in situations where there is a multiplicity of targets / objectives, imperfect information and no obvious precedent. 	

<ul style="list-style-type: none"> • Ability to make judgements on financial risks where expert opinions may conflict is required. • Ability to remain calm and perform consistently in stressful situations, including formal meetings with Executive Directors and senior staff from external organisations. • Confidence to advise on certain courses of action/decisions which may have far-reaching and long-term strategic consequences for the Trust. • Comprehensive IT skills including the use of Financial Systems / General Ledgers. Experience with Microsoft Office products/other software packages including the ability to design highly complex spreadsheets, reports and databases to manipulate and analyse technical data and convert it into an accessible, user-friendly format 	
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OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrable commitment to Continuing Professional Development in accordance with the requirements of the professional bodies. • Member of the Healthcare Financial Management Association. • Commitment to development and training of staff. • Displays smart appearance and integrity. • Adhere to and ensure compliance with relevant Health and Safety legislation. • Ability to work at all Trust sites • Ability to work flexibly 	

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.





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[Getting to The Royal Shrewsbury Hospital](#)

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[Getting to The Princess Royal Hospital](#)