



## FINANCIAL CONTROLLER

### 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.

## A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

*Louise Barnett*

Louise Barnett  
CHIEF EXECUTIVE OFFICER

# 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

<b>Job Title</b>	<b>Financial Controller</b>
<b>Band</b>	<b>8C</b>
<b>Directorate</b>	<b>Finance</b>
<b>Accountable to</b>	<b>Deputy Finance Director</b>
<b>DBS Required?</b>	<b>No</b>

## JOB PURPOSE

The Financial Controller will be responsible for providing professional financial advice and expertise to the Deputy Director of Finance and the senior management of the Trust. In addition, the role will be expected to advise colleagues on best practice and value for money within their own areas of responsibility and across Directorates.

The post holder will be required to lead, in conjunction with other senior finance staff, on the effective application of multi-disciplinary working and develop cohesive key working relationships with other members of multidisciplinary teams within the Trust and across the wider local health economy

- Leads on the production and integrity of financial accounting through: the prompt and accurate maintenance of the financial ledger, associated financial systems and reconciliation procedures, processes and the assimilation and promotion of national and local guidance
- Act as an Oracle 'super-user' for the Trust and be the main contact for any technical issues that may arise
- Responsible for the production of the Trust's balance sheet and cash positions ensuring the Trust has sufficient cash to meet liabilities as they fall due
- The post holder will be responsible for the production of the statutory annual accounts and comprehensive working papers, liaises with the Deputy Director of Finance to ensure monthly financial performance returns, FOIs, NHSE and Department of Health returns are completed to timetable.
- The role is designed to build and promote a combination of subject matter expertise and technical skills to develop a strong service delivery.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Management Responsibilities**

- To have responsibility for management and performance the Financial Accounts, Payroll, Capital and Treasury teams
- To have expert knowledge of financial and accounting procedures, financial and other aspects of legislation and NHS finance policies.
- To plan and organise own work schedule and work of the section to ensure that activities are completed with agreed timescales to deliver an effective and efficient service.
- To analyse highly complex problems relating to business case production and analysis and to make judgements regarding the allocation of financial resources.
- To lead the appraisal of relevant financial services staff and ensure that they have PDPs and appropriate Continuing Professional Development (CPD) plans.
- Work effectively with a variety of external advisers and providers working on other projects and programmes within the Trust as required.
- Provide and receive complex, sensitive and contentious information, presenting information, to a wide range of stakeholders in a formal setting.
- To make judgements on financial decisions and financial risk where there is no precedent.
- Committed to working and engaging constructively with internal and external auditors and stakeholders on a range of business sensitive issues.
- To support, motivate and develop staff within the team to ensure that they are able to deliver their new responsibilities under the NHS strategy.
- To support the delivery of day to day activities and projects. To manage the team and drive delivery of a range of business activities, initiatives and projects.
- To support the identification and sharing of best practice in employee engagement.
- To operate in a highly political and sensitive environment. Support the portfolio of initiatives in demonstrating value for money for the current spend through tracking, managing and delivering agreed benefits.
- Deputise for the Deputy Director of Finance as required and expanding on knowledge, skills and experience within personal professional development.
- Other duties and responsibilities as designated.

## Scope and authority

- Ability to work autonomously and able to interpret Accounting Standards and legislation, ensuring the Trust is compliant.
- Monitoring and forecasting of cash balances, payment run authorisation, and completion of monthly cash drawdown requests.
- Responsible for monthly, quarterly and annual processes are followed on a timely basis and in line with national guidance.
- Provide strategic leadership to the Financial Accounts, Capital and Payroll departments as well as operate as a Head of departments within the wider finance team. Develop and maintain appropriate financial controls, procedures and processes for the Trust's financial systems.
- Responsible for Trust's financial asset register is maintained and Statutory Returns VAT, Revenue and Customs, National Statistics etc:
- Develop close working relationships with the NHS England (& related Area teams), DoH Finance Team and Auditors with respect to the completion of the Annual Accounts ensuring they give a true and fair position and are in accordance with national NHS guidance.
- Lead on the development of financial policies and procedures and promote adherence of these across the Trust.
- Assist with the finance training for existing Trust staff. Advise on the correct procedures to follow in relation to the utilisation of resources and financial procedures.
- Provide detailed information and produce draft annual budgets.
- Ensure a positive relationship exists with HM Revenue and Customs.
- The ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales.

## Statutory Reporting

- To co-ordinate the finance team to deliver the annual accounts in line with the whole of government and departmental requirements. To meet the deadlines set out by the Department of Health (DoH)/ NHS England.
- To secure the agreement of inter-NHS balances (debtors, creditors, income and expenditure) at year end and when required by the DoH/NHS England)
- To lead on the completion of the external reporting returns and other ad hoc reports to the NHSE/DoH as required including operational planning returns and the long term financial model.
- Work with colleagues across the system for completion of ICB financial returns.
- To produce the required information for the regular Board and Committee reports and provide the Deputy Director of Finance with sufficient detailed financial information to explain the financial results. Produce other ad hoc management reports as required.
- Ensure the statutory returns are completed and submitted for the Trust as required eg VAT and submit electronically.
- Work with the external and internal auditors in respect of annual accounts and internal audit plans and ensure timely compliance of audit recommendations relating to the Trust's financial and management services.
- To ensure that departmental standard, policies and procedures are updated following recommendations from internal and external audit.
- To ensure that all relevant accounting and financial reporting standards are adhered to and operated within the finance function.
- To ensure monthly accounts and ledger timetable is developed to meet the needs of the Trust

## Financial Controls

- Assist in the development of financial policies and procedures and promote adherence of these across the Trust. Ensure standards are updated as new internal/external audit reports are issued.

- To ensure the authorisation framework in relation to delegated limits, authorised signatories are kept up to date and regularly reviewed.
- Ensure high standards of budgetary control are maintained and effective management action is taken in a timely and professional manner.
- Lead the maintenance of control accounts and reconciliations are undertaken promptly and accurately and any corrective action required is taken in accordance with agreed timetables.
- Lead the monthly sign off of control account reconciliations and clearance of suspense and grey codes.
- Lead the Capital and Treasury Team to manage the cash flow for the Trust, including preparation of monthly and annual cash plans and management of net commercial bank balances, as per DoH and NHSE requirements.
- Ensure Cash profile and balances are regularly reviewed, and the Deputy Director of Finance is apprised of the situation on a monthly basis.
- Lead the Capital team and provide expert knowledge on the capital regime within the NHS

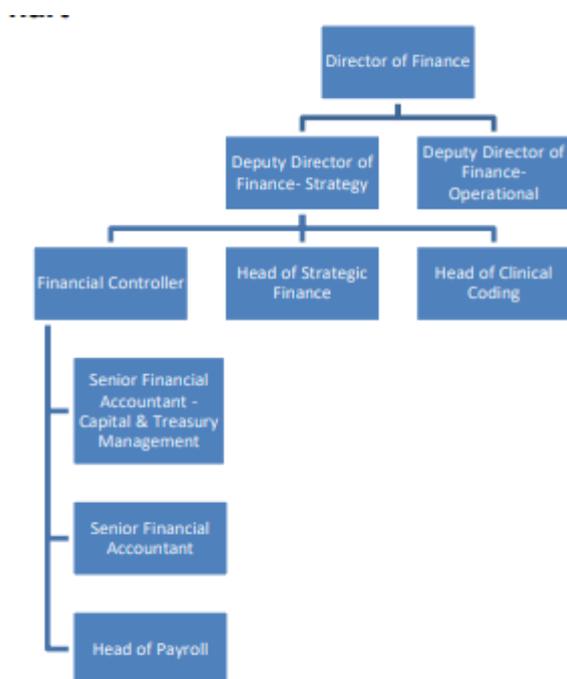
### Management of Financial Ledger

- To ensure integrity of control processes by determining access limits to the financial system in line with standing financial orders/standing financial instructions.
- To produce appropriate procedure notes and timetables and ensure that they are observed.
- To ensure that the ledger is in balance and that suspense codes are cleared promptly and accurately.
- Ensure monthly ledger timetable is complied with.

### Communication

- The post holder will be expected to maintain relationships with Trust staff, member practices, service providers, patient representative groups and other partner organisations relevant to the local health system.
- The post-holder will need to communicate financial issues to a range of audiences, including Trust Senior Managers.
- The post holder will be able to deal with severely challenging behaviour appropriately as there will be frequent difficult decisions regarding pay issues and debt collection.
- The post holder will deal with staff performance and disciplinary issues

### Organisation Chart





## 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"> <li>• Educated to degree level or equivalent.</li> <li>• Professionally qualified accountant at Masters level (ACCA, CIMA, CIPFA, ACA) with considerable proven financial management experience with substantial direct technical accounting experience at Senior Finance manager level or above.</li> </ul>	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Significant proven experience in a leadership role.</li> <li>• Expert knowledge of financial and accounting policies and legislation.</li> <li>• Experience of delivering statutory accounts</li> <li>• Experience of presenting complex financial information to non-finance managers</li> <li>• Experience of direct staff management</li> <li>• Experience of identifying and interpreting National policy. Experience of researching best practice (globally, private and public sector), interpreting its relevance and processes/ practices which could be implemented successfully to achieve system reform</li> <li>• Experience of developing financial policies and procedures.</li> <li>• Extensive experience of the use of computerised accounting systems including nominal ledger packages and associated feeder systems - ideally with ORACLE Finance</li> <li>• Experience of managing and motivating a team and reviewing performance of the individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and expertise of Financial Management within the NHS.</li> <li>• Experience of business case preparation, presentation and implementation</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to write concise and clear written finance reports that present complex financial and technical issues appropriately to their required audiences</li> <li>• Ability to engage effectively with people at various levels and communicate financial information to non -financial professionals in an informative and understandable way</li> <li>• Negotiation and influencing skills</li> <li>• Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups</li> <li>• Problem solving skills and ability to respond to sudden unexpected demands</li> <li>• Ability to analyse highly complex problems and develop a range of options</li> <li>• Takes decisions on difficult and contentious issues where there may be a number of courses of action.</li> <li>• Strategic thinking – ability to anticipate and resolve problems before they arise</li> <li>• Ability to lead and develop their own and cross functional teams abilities in a highly complex and changing environment</li> <li>• Ability to absorb new policies and performance agendas quickly</li> <li>• Ability to analyse, investigate and resolve financial queries and discrepancies</li> <li>• Ability to manage multiple tasks and prioritise effectively and efficiently</li> <li>• Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales</li> <li>• Demonstrated capability to plan over short, medium and long -term timeframes and adjust plans and resource requirements accordingly</li> <li>• Ability to plan, organise and co - ordinate work effectively under own initiative and to prioritise and manage diverse workloads</li> </ul>	

<p>to meet deadlines</p> <ul style="list-style-type: none"> <li>• Must be able to prioritise own work effectively and be able to direct activities of others.</li> <li>• Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day - to - day working practices, but also in relation to management systems</li> <li>• Used to working in a busy environment</li> <li>• Adaptability, flexibility and ability to cope with uncertainty and change</li> <li>• Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions</li> <li>• Professional calm and efficient manner</li> <li>• Effective organizer, influencer and networker</li> <li>• Demonstrates a strong desire to improve performance and make a difference by focusing on goals</li> </ul>	
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## 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.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)