JOB DESCRIPTION

Post Title: Finance Business Partner
Band: Band 6
Business Unit: Business Support
Responsible to: Head of Business Support
Accountable to: Director of Finance & Resources

JOB SUMMARY

The post holder will be responsible for the provision of high quality financial management information and provide professional advice to senior managers and all budget managers within FCH&C.

To produce monthly financial statements for budget holders that ensure the organisation has an up-to-date position with the finances to support decision making. To contribute to the overall corporate reporting of the organisation’s financial position and the reasons behind the more substantial variations to plan.

The post holder will proactively work with budget holders to resolve any concerns or difficulties with their financial performance and will assist in the preparation of the annual budget.

DEPARTMENT STRUCTURE

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Director of Finance and Resources

Head of Business Support

Finance Business Partner
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PHILOSOPHY

The post holder will be expected to commit to our vision of being the best provider of local community health and care services and to be respected and trusted by our patients, professionals and employees. They will also be committed to First Community Health and Care’s mission which is to provide first class, patient-centered care and prevention services locally delivered in partnership with our community.

KEY RESPONSIBILITIES/ OUTCOMES

Financial Management

1. To lead the month and year end processes within FCH&C in line with the organisations deadlines, ensuring all accrual and prepayments are made in line with financial procedures.
2. To investigate and report on significant budgetary variances, identifying any remedial action that needs to be taken.
3. To analyse the month end financial position, investigate variances and make appropriate adjustments if necessary in line with internal procedures.
4. To produce monthly financial reporting for Head of Business Support, summarising the financial performance to date and providing explanations of key variances.
5. To meet regularly with budget holders to assess financial performance and to provide financial management information, analysis and advice.
6. To ensure budget holders and managers have an awareness of financial performance requirements, including the need for budgetary control and adherence to SFI’s, and to provide financial awareness training where necessary.
7. To support the preparation of regular and ad hoc financial statements, variance analysis and to produce a forecast out-turn position on a monthly basis for management review.
8. To work with internal and external audit and ensure follow up and implementation of matters arising.
9. To liaise with and assist other staff within the FCH&C Finance Team to ensure that corporate, statutory and performance monitoring requirements are met.
10. To work on obtaining information that provides more detail to support reporting from the general ledger. This could include payroll information and the breakdown of information from suppliers, e.g. NHS Supplies.
11. To work with budget holders to ensure that the necessary financial checks are made to Employee Recruitment Forms and Employee Variation Forms.

Year end and financial planning

1. Support year-end financial management and reporting including assisting with the completion of the annual accounts.
2. To assist in the preparation of future year budgets taking into account relevant activity data, cost pressures and service developments and working with Service Managers to establish budgetary submissions.
3. Develop robust income plans in conjunction with Service Managers ensuring that opportunities are explored and risks are quantified.
4. To ensure that budgetary information in FCH&C’s budget system is kept up-to-date and is a reliable source of information.

Business Analysis

1. To analyse the impact of service changes and provide the cost implications of service redesign, adjusting budgets in accordance with changes in service provision if necessary.
2. To work with senior managers and service leads to prepare business cases and bids for new business and/ or service re-design.
3. Support other members of the Finance and Resources Team with ad-hoc projects. To include bringing together financial and activity information.
4. To work with the Human Resources lead to integrate financial information into the Workforce Report.
5. To provide detailed information monthly on worked time equivalents (wte's) and vacancies.
6. To contribute numerical and/or graphical information that will form part of Board Dashboards or information showing progress on the Commercial Strategy.

General

1. The post holder will be responsible for managing their own workload in order to assist the Finance Team and budget holders in meeting their objectives. The level of detail of the work required will need to be assessed taking into account quality of information and timeliness.
2. The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted accounting practice (GAAP) and FCH&C’s Standing Financial Instructions.
3. To keep up to date with relevant financial developments and national guidance. These can be from the NHS or the regulator of Community Interest Companies.
4. Assist in developing training programme for non-finance managers to improve commercial and financial skills.
5. Contributes to the development of financial policies and procedures within the Finance Team and the organisation.

Education and Training/Self-Development

1. Identify own training and development needs and undertake appropriate training/education as required.
2. Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
3. To attend all statutory and mandatory training as and when required to do so.
4. Adhere to all Policies and Procedures as applicable.

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This job description is not exhaustive and the post holder may be required to undertake such other duties from time to time as are consistent with the responsibility of the grade.

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This job description is subject to review and development from time to time in liaison with the post holder.

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Health Clearance
Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Department and, if required, undergo a medical examination before appointment.

Disclosure and Barring Service
A Disclosure and Barring check is required before appointment for all posts with access to children or vulnerable adults or where the post holder has access to patient information.

Confidentiality and Disclosure of Information
In the course of your normal work with FCHC you will come into possession of confidential information concerning patients, FCHC and its staff. This information should always be treated according to FCHC’s rules on confidentiality. Any inappropriate disclosure may be subject to FCHC’s disciplinary procedures.

Raising concerns
Staff may on occasion have genuine concerns about healthcare matters and consequently FCHC endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using FCHC’s Whistle blowing Policy.

Data Quality/Security
The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Acceptance of Gifts and Hospitality
The conduct of staff in the health service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards
All staff must adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. It is the post holder’s responsibility to ensure they are familiar with these requirements and maintain their professional membership to the relevant body.

Risk (managerial and supervisory staff only)
Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in FCHC’s Risk Management Policy.

Health and Safety
All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with FCHC and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control
All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property
FCHC is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities
Equality of opportunity is an integral part of FCHC’s recruitment and selection process and recruiting managers must ensure that they comply fully with FCHC’s Equality & Diversity Policy. FCHC aims to ensure equality of opportunity for all irrespective of their age, colour, creed, ethnic or national origin, marital status, nationality, physical or mental disability, race, religious belief, sex or sexual orientation.

No Smoking
Smoking by staff, patients and visitors, will not be permitted anywhere on FCHC premises.

**Security**
Staff must wear their identity badge at all times to assist in maintaining the security of the organisation; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to your line manager.

**Safeguarding children and vulnerable adults**
FCHC as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced Disclosure and Barring (DBS) check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.
PERSON SPECIFICATION

Job Title: Finance Business Partner

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
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<tr>
<td>QUALIFICATIONS</td>
<td>• Association of Accounting Technicians (AAT) qualification</td>
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<td>• Studying towards CCAB (Professional Accountancy Qualification) or equivalent experience</td>
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<td>• Experience of working in a complex financial environment with various income streams and volatility in payroll costs across a number of business units.</td>
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<td>Portfolio of evidence</td>
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<td>EXPERIENCE</td>
<td>• Previous experience of working in a Management Accounting environment.</td>
<td>• Experience of explaining financial concepts to non-financial staff.</td>
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<td>• Experience of dealing with senior managers both financial and non-financial.</td>
<td>• Experience of bringing financial information together with non-financial information.</td>
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<td>• Experience of explaining financial concepts to non-financial staff.</td>
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<td>KNOWLEDGE</td>
<td>• Experience of computer based accounting systems.</td>
<td>• Use of general ledger (Microsoft Navision)</td>
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<td>• Understanding of the general ledger and its feeder systems and coding structures.</td>
<td>• Knowledge of the characteristics of Social Enterprises</td>
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<td>• Knowledge of general accounting principles and legislation relating to budgetary control and financial management.</td>
<td>• Awareness of current UK Health Service issues.</td>
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<td>SKILLS</td>
<td>• Excellent analytical and communication skills both written and verbal.</td>
<td>• Ability to work quickly to a high level of accuracy</td>
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<td>• Ability to manage staff effectively, to produce required outputs.</td>
<td>• Ability to maintain focus and drive to resolve issues</td>
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<td>• Ability to plan and manage own workload to meet deadlines. The level of detail to be commensurate with the need for the work and resources available.</td>
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<td>• Ability to work flexibly.</td>
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<td>• Excellent MS Office Skills</td>
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<td>• Ability to use the internet as a tool to find information and examples of best practice</td>
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<td>• Self-motivated</td>
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<td>• Able to work under pressures and to strict deadlines</td>
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<td>• Professional</td>
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<td>• Reliable team player who will contribute their knowledge and experience into a team environment</td>
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<td>• Organised and methodical</td>
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