

JOB DESCRIPTION

5459C

1. JOB DETAILS

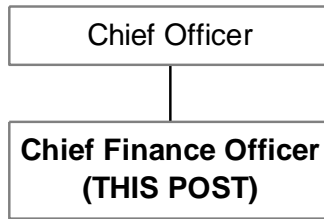
Job Title:	Chief Financial Officer – Integration Joint Board (IJB)
Responsible to:	Chief Officer – Integration Joint Board Professionally Accountable to: Chief Financial Officer (SBC) and Director of Finance (NHS)
Department & Base:	Finance SBC/NHS
Date this JD written/updated:	

2. JOB PURPOSE

- Is a key member of the leadership team, accountable to the Integration Joint Board for the planning, development and delivery of the IJB's three year financial strategy linked to the achievement of the Strategic Plan;
- Is responsible for the provision of strategic financial advice and support to the Integration Joint Board and Chief Officer and for the financial administration and financial governance of the IJB;
- The post holder is the senior professional financial advisor to the Integrated Joint Board and is the Accountable Officer for financial management and administration of the IJB. The Chief Officer has all other accountable officer responsibilities. The Chief Financial Officer's responsibility includes assuring probity and sound corporate governance and responsibility for achieving Best Value.

3. ORGANISATIONAL POSITION**The Chief Financial Officer :**

- will work with the Chief Officer to establish, plan, develop and implement a business and financial strategies to resource and deliver the IJB's strategic objectives sustainably and in the public interest;
- will in collaboration with the Chief Officer put in place arrangements to finance the agreed strategic outcomes of the IJB
- is responsible for developing the financial strategy and financial governance arrangements of the IJB;
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term financial implications, opportunities and risks are fully considered, and alignment with the IJB's financial strategy; and
- must lead the promotion and delivery by the IJB of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- Is responsible for creating, in conjunction with related Local Authority (LA) and Health Board (HB) Directors of Finance, a collaborative arrangement with Business partners and associated Chief Financial Officers within the related Board Area(s).



4. SCOPE AND RANGE

The postholder works autonomously under the general direction of the Chief Officer on the allocation of task and the timescales to be met.

The CFO supports the effective and efficient management of public monies allocated to the IJB ensuring that Resource Limits are not exceeded. Also to put in place processes to ensure relevant approvals are obtained and all items of expenditure fall within the legal powers of the IJB and are exercised with due regard for probity and value for money.

The CFO advises the IJB on the Strategic Commissioning Plan ensuring it is affordable to enable strategic change to health and social care and health improvement to take place.

Annual Budgets

NHS	£92 million
Set Aside	£10 million
SBC	£45 million

To achieve effectiveness across the the IJB, NHS Borders & SBC organisations a matrix management approach and collaborative working will be essential.

5. MAIN DUTIES/RESPONSIBILITIES

Developing and implementing Organisational Strategy

- Ensure the delegated resources specified within the Strategic plan are deployed to deliver the outcomes agreed
- Provide a strategic financial focus and advice to the IJB
- Ensure that the directions to the Health Board and Local Authority require that the financial resources are spent in accordance with the Strategic Plan.
- Establish a process of regular monitoring of the financial performance of the IJB budget in conjunction with the Health Board and Local Authority Directors of Finance to provide the Chief Officer with management accounts for both arms of the operational budget and for the Integration Joint Board as a whole
- Ensure regular comprehensive budget monitoring reports are prepared for the IJB
- Develop business cases for changes to delegated resource budget in line with the strategic plan to improve outcomes for patients carers and service users in conjunction with the Chief Officer
- Work collaboratively with the Partnership Senior Management Team to achieve the objectives of the IJB.
- Assist the Chief Officer and Senior Managers to deliver change and improvement through service redesign.
- Identify priority areas for action and contribute to policy development to address these in the short, medium and long-term in a way which draws on a sound theoretical base and personal experience and knowledge of financial management.
- Supporting the Chief Officer to ensure efforts within the Partnership are co-ordinated to improve health, reduce inequalities, improve health and social care services, and increase social inclusion

based on the user's journey.

Responsibility for Financial Strategy

- Take a lead role in the compilation of the IJBs financial strategic plan and annual revenue budget
- Prepare strategic scenario planning to allow the IJB to be able to approve a balanced financial plan/budget
- Provide expert advice on policy, legislative and accountancy developments
- Production and management of the IJB's Financial Plans in terms of processes and outcomes ensuring compliance with relevant regulations and local and national requirements and timescales.
- Liaise and provide finance advice and guidance on all aspects of planning and performance out with the partnership including statutory agencies, community planning partnerships and other Health and Social Care partnerships.
- Develop and implement Financial Planning for all areas of the IJB

Influencing Decision Making

- Responsible for ensuring effective liaison and working relationships with all financial functions within the Health Board, Council and other partnerships.
- Contribute to relevant wider NHS, Council and Community Planning Partnership Strategy.
- Contribute to the delivery of a comprehensive and coherent performance management system, facilitating real performance improvement across the Partnership, reducing duplication and delivering excellence in governance.

Financial Information for Decision Makers

- Deliver professional, consistent and appropriate financial management advice across the Partnership, in line with statutory accounting guidance and regulations

Value for Money

- Responsibility for value for money assessment contributing to the IJB's Strategic Plan, playing a key role in the production and development of the plan.
- Monitor and advise on the strategic financial implications/considerations of Best Value.

Safeguarding Public Money

- Manage all aspects and take a lead role in the development of financial governance, control and compliance, management of risk, and deliver a comprehensive financial management system for the IJB.

Assurance and Scrutiny

- Plan, monitor, co-ordinate and ensure completion of the annual closure of the Partnership's accounts and the production of the annual financial statements, ensuring compliance with statutory reporting requirements required by Local Authority/ NHS group accounts .
- Establish procedures in conjunction with the Health Board accountable officer and Local Authority Section 95 Officer to allow the best practice principles set out in the Code of Guidance on Funding External Bodies and Following the Public Pound to be followed;
- Act as point of contact with the External Auditor in respect of the audit of the IJB's financial statements and liaising with them during this process.
- Receive assurance from Health Board and LA Directors of Finance re anti-fraud measures within their organisations and to develop and necessary local procedures to monitor anti-fraud measures designed to reduce risk.

Ensure that Financial Risk Management is properly addressed within the Integration Joint Board.

6. SYSTEMS AND EQUIPMENT

NHS Borders Board uses Cedar E-Financials software to provide all main financial processes. The system is used in conjunction with Business Objects which provides a sophisticated report writing mechanism. The IJB is planning to use a separate entity of the system. A knowledge of SBC's financial system is also required. . Extensive, including complex formulae, spreadsheets, graphs and charts, use is also made of Microsoft Outlook, Word and Excel and local developed systems. The Intranet is used to access organisational policies, information, procedures and Scottish Executive Circulars etc. Maintain detailed working papers for audit purposes. .

7. DECISIONS AND JUDGEMENTS

This post has a high level of autonomy, working in a self-directed manner under the general direction of the Chief Officer with professional support provided by the NHS Director of Finance and SBC Chief Finance Officer.

The work will be within the parameters of Government health and social care priorities and policies, and other frameworks such as accountancy practice and corporate governance.

The postholder is required to deal with highly complex problems involving a number of competing demands and devise solutions using prior knowledge and experience.

The postholder is actively involved in the development of policies and procedures, which will impact on the whole of NHS Borders/ SBC and the IJB eg service changes and their impact.

As an expert on health and social care integration advise the IJB in unprecedented areas of policy and procedure.

8. COMMUNICATIONS AND RELATIONSHIPS

The postholder is expected to communicate with a wide range of senior clinical and non-clinical staff across NHS Borders and SBC, and with senior officials of external organisations, including the Scottish Government, other NHS Boards and Local Authorities. Excellent communication skills are required to influence and persuade others, particularly around opportunities for efficiency, the implementation of change, health and social care integration. All of the subject areas of this post are often highly complex and sensitive. The postholder is expected to have strong presentation skills and to be able to express views convincingly and coherently, verbally and in writing to a wide range of interested parties and individuals.

9. PHYSICAL DEMANDS OF THE JOB

- The postholder is sedentary for extended periods.
- A VDU is used for a significant proportion of time both for ledger, e-mail and other software packages.
- The post holder will require positive personal behaviours and attitudes to support and encourage team working within services with staff from both the NHS and the LA and exhibit sustained concentration and ensure accuracy on complex financial problems while having to cope with interruptions.

- The demands of the post for prioritising workloads to meet fixed, pre-determined timetables, whilst remaining flexible in the approach to the order of work to meet any unscheduled demands, is stressful and physically tiring.
- The postholder deals directly with the frustration of managers over funding issues.
- The workload and pressures resulting from the workload can have a physical and mental effect on the post holder.
- A driving licence is required.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Dealing with the many varying demands on the postholder’s time and prioritising task in order to meet the many competing and conflicting deadlines.

Presenting to the IJB, clinicians and senior managers highly sensitive, complex and challenging information which will be scrutinised and disputed. Influencing these key staff to redesign services in line with the data presented

Being an expert in health and social care integration which is still developing nationally and for which there are not precedents.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Educated to degree level or equivalent with significant financial experience at senior management level within a large complex organisation, preferably within the NHS or Local Authority.
- CCAB, CIMA or overseas equivalent Qualified Accountant
- Strong negotiating and communication skills
- Practical experience of applying relevant strategic business and financial support tools.
- Demonstrate a track record in collaborative working that produces results.
- Demonstrate leadership and influencing skills and have a proven track record
- in developing structures and/or systems to support the attainment of organisational goals.
- Demonstrate integrity and effective management skills necessary to enable the successful delivery of redesign programmes to improve services.
- Ability to develop and maintain effective, positive relationships with key partner organisations at a national as well as local level providing a positive role model for partnership, relationship and conflict management.

PERSON SPECIFICATION

Factor	Essential
<p>Qualifications and/or experience</p>	<ul style="list-style-type: none"> • Degree in a relevant subject or equivalent qualification. • Membership of a CCAB professional body, CIMA or overseas equivalent. • Evidence of continuing, relevant, professional and personal development. • Extensive experience in a senior role within a complex or multi-agency / disciplinary financial management environment, with practical experience of applying strategic planning and performance tools. • Leadership and influencing skills. • Proven track record in collaborative working that produces results within dynamic, and participative decision making environments. • Proven track record in developing structures and systems to support the attainment of organisational goals.

	Desirable
Qualifications and/or experience	<ul style="list-style-type: none"> • Experience of overseeing the production of annual accounts for a large/complex organisation • Experience of working at a senior level in a political environment within health service and/or local authority.
	Essential
Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of relevant policy change in Scotland, particularly in relation to the business support element of health and social care. • Detailed knowledge of development agenda facing Health and Social Care Partnerships. • Comprehensive knowledge of tools and techniques for strategic financial support and development. • Critical appraisal skills. • Highly effective numeracy/ data interpretation, analysis and presentation skills.
Attributes	<ul style="list-style-type: none"> • Demonstrable and facilitative leadership skills. • Excellent communication and inter-personal skills, including sensitivity, tact and political astuteness. • Honesty, integrity and with high professional standards • Self-starter. • Values driven. • Team player. • Ability to work on own initiative.
Training	<ul style="list-style-type: none"> • Record of continuous professional development (CPD).

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:

Head of Department Signature:

This job description is not definitive and may be subject to future amendments following negotiation and consultation.