

# HEAD OF FINANCE

## Glasgow City Health and Social Care Partnership

Job Reference: 0000046806S  
Closing Date: 18 April 2017



[www.nhsggc.org.uk](http://www.nhsggc.org.uk)



**Dear applicant,**

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

This is an integrated position as part of the Glasgow City Health and Social Care Partnership. Applications are invited from current employees of Glasgow City Council including Arm's Length Organisations and NHS Greater Glasgow and Clyde.

The successful applicant will be appointed to the post under the terms and conditions of either Glasgow City Council or NHS Greater Glasgow and Clyde depending on current employer.

The following is included in this information pack to help you with your application:

- Advert
- Job description
- Person Specification
- Summary of terms and conditions of appointment (Glasgow City Council)
- Statement terms and conditions of appointment (NHS Greater Glasgow and Clyde)
- Guidance for completing you application form
- How to return your application form

If you have a disability or long-term health problem, the Board and the Council are committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact NHS Greater Glasgow and Clyde Recruitment Services.

We very much look forward to receiving your application.

*Recruitment Services*

## Advert



**GLASGOW CITY HEALTH AND SOCIAL CARE PARTNERSHIP  
NHS Greater Glasgow and Clyde  
Glasgow City Council**



**NHS Greater Glasgow and Clyde summary of conditions:**

**Head of Finance**

**Band 8D: £68,599 to £84,932 per annum**

**37.5 hours per week**

**Permanent**

**Location: Commonwealth House, Glasgow, G1 1LH**

**Glasgow City Council summary of conditions:**

**Head of Finance**

**LDR3B Grade 11: £77,744 to £89,959 per annum**

**35 hours per week**

**Permanent**

**Location: Commonwealth House, Glasgow, G1 1LH**



Accountable to the Chief Officer (Finance and Resources) for the delivery and management of the Finance function within Glasgow City HSCP including the preparation of the annual estimates and annual accounts process. The post-holder will assist the Chief Officer in the planning, development and delivery of the IJB's three year financial strategy, be the deputy Accountable Officer for financial management and administration of the IJB, provide expertise and advice on essential financial management information, including strategic, operational financial and governance matters to the senior management team and lead the development and implementation of financial plans as part of the implementation of business change across the Partnership.

Applicants must be a qualified Accountant, with significant financial experience at senior management level within a large complex organisation, preferably within the NHS or Local Authority. Alongside specialist knowledge of financial and accounting procedures, applicants must possess strong negotiating and communication skills and be able to demonstrate leadership and influencing skills.

**For further information about this post, please contact: Sharon Wearing, Chief Officer, Finance and Resources, Glasgow HSCP, on 0141 287 8838 or email: [sharon.wearing@glasgow.gov.uk](mailto:sharon.wearing@glasgow.gov.uk).**

**For a Candidate Information Pack including Job Description and further application information visit the internal vacancies website on NHS Greater Glasgow and Clyde StaffNet and search for job reference: 46806S.**

**Alternatively to request a candidate information pack contact NHS Greater Glasgow and Clyde Recruitment Services on 0141 278 2700 or email [nhsggcrecruitment@nhs.net](mailto:nhsggcrecruitment@nhs.net).**

**Closing date for all applications is: 18 April 2017.**

**It is anticipated that assessment exercises will take place on 27 April 2017 and interviews will take place from 08 May 2017.**



# Job Description



## 1. JOB IDENTIFICATION

Job Title: **Head of Finance – Glasgow City HSCP**

Reporting to: Chief Officer: Finance and Resources – Integration Joint Board (IJB)

Accountable to : Chief Officer: Finance and Resources – Integration Joint Board (IJB)

## 2. JOB PURPOSE

- Is responsible for the delivery and management of the Finance function within Glasgow City HSCP including the preparation of the annual estimates and annual accounts process, acting with the delegated authority of the Chief Officer, Finance and Resources.
- Lead the planning, development and delivery of the IJB's three year financial strategy;
- The Head of Finance is the deputy Accountable Officer for financial management and administration of the IJB. The Head of Finance responsibility includes assuring probity and sound corporate governance.
- Provide expertise and advice on essential financial management information, including strategic, operational financial and governance matters to the senior management team in a time critical manner. This includes the Joint Financial Frameworks to support the Strategic plan;
- To lead the development and implementation of financial plans in line with the saving targets set along with guidance to inform the preparation of the financial plans;
- To participate in the implementation of business change across the Partnership, developing business cases as the Partnership, Health and Council reforms, ensuring that objectives are achieved, and resources are secured and organised.
- To initiate and develop clear outcomes for the business critical issues facing the HSCP including the development of business cases for capital planning, service redesign and financial risk management;

## 3. DIMENSIONS

### The Head of Finance is:

- a key member of the Senior Management Team, helping it to plan, develop and implement business strategy;
- responsible for developing and delivering the finance function of the HSCP;
- must be actively involved in, and able to bring influence to bear on, business decisions to ensure immediate and longer term financial implications, opportunities and risks are fully considered; and
- must promote and deliver good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

## 4. KEY RESULT AREAS

### Developing and implementing Organisational Strategy

- Establish a process of regular in-year reporting and forecasting reporting progress to the Chief Officer with management accounts for both arms of the operational budget and for the Integration Joint Board as a whole;
- Develop business cases for the resources of the Integration Joint Board in line with the method set out in the integration scheme i acting with the delegated authority of the

Chief Officer : Finance and Resources;

- Work collaboratively with the Partnership Senior Management Team to achieve the objectives of the Partnership.
- 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.

Report progress to the Chief Officer: Finance and Resources regarding co-ordination of efforts within the Partnership 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**

- Act with the delegated authority of Chief Officer: Finance and Resources in the compilation of the IJBs financial strategic plan and annual revenue budget
- Provide expert advice on policy, legislative and accountancy developments
- Production and management of the Partnership'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 aspects of planning and performance within the Health and Social Care partnership.
- Lead the implementation of Service redesign projects in conjunction with the Chief Officer: Finance and Resources, Chief Officer and Heads of Service
- Lead and implement Financial Planning for all areas of the IJB

### **Influencing Decision Making**

- Working with the Chief Officer: Finance and Resources, to ensure 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, overseeing the provision of a robust and effective management accounting service with key service delivery units from partner organisations
- Lead the financial component of 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**

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

### **Value for Money**

- Monitor and advise on the strategic financial implications/considerations of Best Value.

### **Safeguarding Public Money**

- Lead in the development of financial governance, control and compliance, operational management of risk, insurance and deliver a comprehensive financial management system for the Health and Social Care Partnership, acting on behalf of the Chief Officer, Finance and Resources when required

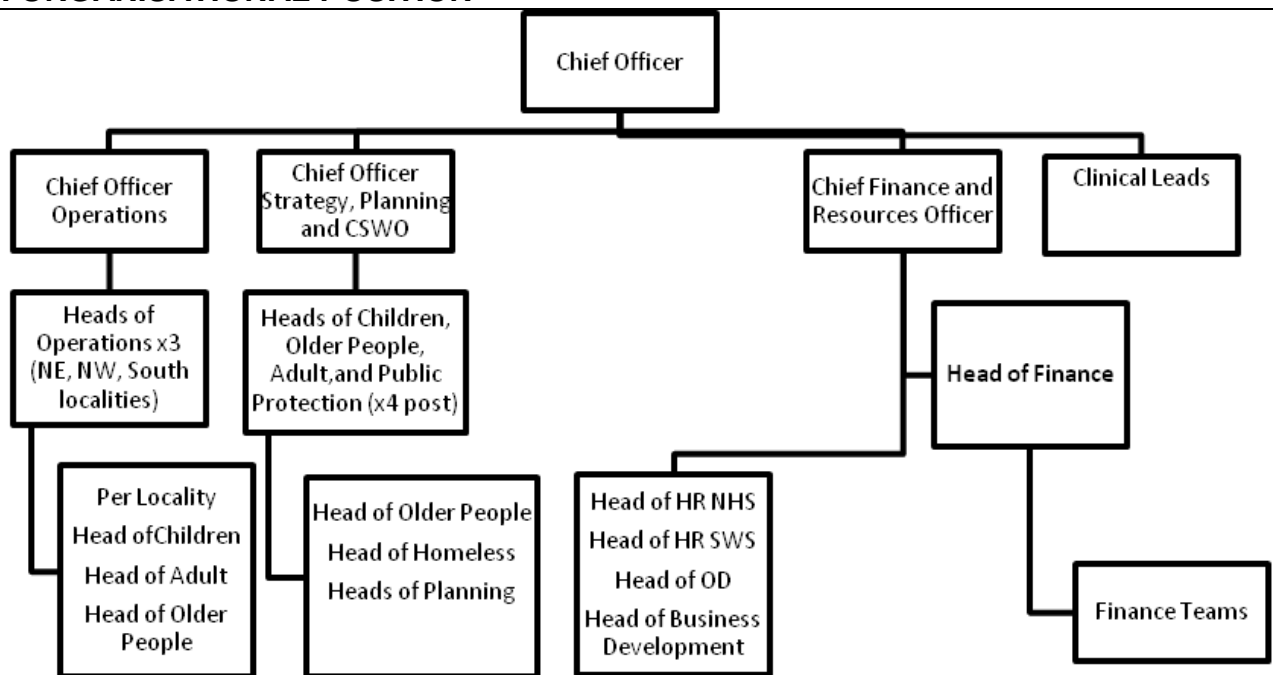
### **Assurance and Scrutiny**

- Oversee on behalf of the Chief Officer: Finance and Resources the preparation,

planning, monitoring, co-ordination and completion of the annual closure of the Partnership's accounts and the production of the annual financial statements, ensuring compliance with statutory reporting requirements.

- Act as point of contact with the External Auditor in respect of the audit of the financial statements and liaising with them during this process.
- Ensure that Financial Risk Management is properly addressed within the Integration Joint Board.

## 5. ORGANISATIONAL POSITION



## 6. SYSTEMS AND EQUIPMENT

Responsible for overseeing the design and continued development of reporting processes and systems within Financial and Performance Management to ensure efficient and effective reporting.

Oversees a range of financial and other reporting software products to ensure the timely and accurate provision of complex financial and supporting information to HSCP Management e.g.:

- Advanced reporting software (Business Objects and Sharepoint)
- Interrogation and reporting facilities within the main financial system
- MS Office packages (Word, Excel, PowerPoint, Access and Outlook)
- Supplementary systems such as the National Payroll Data Query
- Use of a computer for analysis, interrogation, preparation of financial reports and controls and communication/emails.

## 7. DECISIONS AND JUDGEMENTS

The post holder is expected to work autonomously using a high degree of initiative and is required to interpret policies and strategies to ensure that all resource implications are taken into account within the strategic planning of the HSCP.

The post holder will provide critical input and work hand in hand with the HSCP Management Teams, which will include advice, support and guidance on all financial

matters in line with corporate financial frameworks and governance arrangements.

1. The post holder will provide critical advice, support and guidance on all financial matters to the Glasgow HSCP Management team and play a key role in overall strategic planning in line with corporate financial frameworks and governance arrangements including the setting, monitoring and reporting of performance against targets in conjunction with Heads of Planning.
2. Analytical and judgemental skills are required to deal with highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include:
  - The need to take financial decisions where there is no precedent and where leading opinions may conflict such as the introduction of the new national pharmacy contracts.
  - The setting and monitoring of multiple targets and objectives.
3. Plans for projects that impact across the HSCP, including:
  - Impact of major service redesign including significant inpatient bed reviews and cost efficiency and savings programmes.
  - Modelling prescribing trends and impact from national and local initiatives through participation in key national groups and
4. Is required to plan activities to ensure that monthly, quarterly and annual financial deadlines are met.

Develops medium and long term financial strategy, through future cost modelling and incorporation of costing for future service developments taking into account uncertainty and risk factors.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

Clear and persuasive communication will be required within a range of settings from contentious information communicated on a one to one basis to presentations of highly complex information to large groups (internal and external). This will be through a range of different media, including verbal, written reports, and presentations.

The post requires excellent relationship skills to enable highly complex information to be shared and a course of action to be agreed with group members/senior managers.

### INTERNAL

- IJB Committee - to ensure that there is clear understanding of the HSCP financial position. Support will be provided to allow members to be most effective in taking appropriate decisions such as agreeing budgets
- Glasgow City HSCP Senior Management Team - to advise and where necessary persuade senior managers over highly complex and sensitive financial issues and to ensure that robust financial systems and the required level of support are available to them in order to achieve required financial targets and to provide guidance on financial issues and ensure financial objectives are being met.
- Sector Heads of Planning and Performance to ensure that the performance process operates to the required standard.



## EXTERNAL

- Local Authorities (Glasgow City and 5 other LAs), providing finance support to the interface with the major element being the link to the Social Work department including performance management staff to negotiate over significant cost/service issues.
- Scottish Government & NHS National Services Scotland to negotiate specialist regional/national care group services e.g. Adolescent and Forensic services
- Other Health Board Directors/HOFs,
- PC Contractors & National Finance PC Network.
- Other Bodies as required (e.g. public involvement/local community groups, voluntary organisations and private providers in relation to financial issues).

## **9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical**

Advanced keyboard skills are required for manipulation of complex financial data, the creation of reports and financial analysis.

Computer skills required for using standard MS Office software including email.

### **Mental**

Frequent requirement for multi-tasking as part of this role.

In addition to strict deadlines, the work is often unpredictable with numerous interruptions and requirements for concentration to deal with matters such as complex/urgent issues arising simultaneously alongside regular tasks.

There is an occasional requirement for prolonged concentration when, for example, analysing complex data, statistics and during the preparation of financial returns

### **Emotional**

Required to deal with distressing circumstances, primarily due to pressure of timetables and staff management responsibilities eg staff performance, disciplinary and sickness management within own team

Required to provide objective financial guidance in times of service redesign and financial pressures that may conflict with ability of service to meet perceived patient needs.

### **Environmental**

Compliance with health & safety/risk management policies both within normal office environment and when travelling to and attending meetings within various HSCP sites.

There is a frequent requirement to travel between sites to attend meetings.

## **10. 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
- Expert specialist knowledge of financial and accounting procedures and advance proficiency and expertise in leading an accountancy function within a large, highly complex business environment.
- 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 enabling the successful delivery of redesign programmes to improve services.
- Ability to develop and maintain effective, positive relationships with key partner organisations providing a positive role model for partnership, relationship and conflict management.
- Managerial competencies including excellent team-working, experience of managing staff, negotiation and communication skills and strong decision making skills
- Experience of working/ function at a strategic level within an organisation, with strong persuasive and influencing skills and the ability to present ideas and proposals effectively at a senior level.

## PERSON SPECIFICATION

<b>Factor</b>	<b>Essential</b>
<b>Qualifications and/or experience</b>	<ul style="list-style-type: none"> <li>• Degree in a relevant subject or equivalent qualification.</li> <li>• Membership of a CCAB professional body, CIMA or overseas equivalent.</li> <li>• Evidence of continuing, relevant, professional and personal development.</li> <li>• 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.</li> <li>• Experience of overseeing the production of annual accounts for a large/complex organisation.</li> <li>• Leadership and influencing skills.</li> <li>• Proven track record in collaborative working that produces results within dynamic, and participative decision making environments.</li> <li>• Proven track record in developing structures and systems to support the attainment of organisational goals.</li> <li>• Managerial competencies including excellent team-working, experience of managing staff, negotiation and communication skills and strong decision making skills</li> <li>• Experience of working/ function at a strategic level within an organisation, with strong persuasive and influencing skills and the ability to present ideas and proposals effectively at a senior level.</li> </ul>
	<b>Desirable</b>
<b>Qualifications and/or experience</b>	<ul style="list-style-type: none"> <li>• Management qualification.</li> <li>• Experience of working at a senior level in a political environment within health service and/or local authority.</li> </ul>
	<b>Essential</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of relevant policy change in Scotland, particularly in relation to the business support element of health and social care.</li> <li>• Detailed knowledge of development agenda facing Health and Social Care Partnerships.</li> <li>• Comprehensive knowledge of tools and techniques for strategic financial support and development.</li> <li>• Critical appraisal skills.</li> <li>• Highly effective numeracy/ data interpretation, analysis and presentation skills.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrable and facilitative leadership skills.</li> <li>• Excellent communication and inter-personal skills, including sensitivity, tact and political astuteness.</li> <li>• Honesty, integrity and with high professional standards</li> <li>• Self-starter.</li> <li>• Values driven.</li> <li>• Team player.</li> <li>• Ability to work on own initiative.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Record of continuous professional development (CPD).</li> </ul>

## Summary of terms and conditions of appointment (Glasgow City Council)

This post is a full time appointment. Confirmation of appointment will be subject to satisfactory completion of Pre Employment Checks which include: satisfactory references, occupational health check, evidence of qualifications and where relevant registration with recognised chartered professional body, eligibility to work in the UK and criminal records checks - Disclosure Scotland/membership of Disclosure Scotland's PVG Scheme (where appropriate to the post).

The post is a Joint post as part of the Health and Social Care Partnership between Glasgow City Council and NHS Greater Glasgow and Clyde. Terms and Conditions of employment will be applied depending on which organisation the successful candidate will be employed by.

### 1. Salary

The grade and salary range for this post is as follows:

**LDR3B, Grade 11, £77,744 to £89,959 per annum** (pay award pending). Placing on the scale will be on entry point unless candidate is already on the grade and if so salary will be matched.

### 2. Hours of Duty

**35 hours per week.** Working days are Monday to Friday. There is no contractual right to additional pay or time off in lieu for additional hours. This will not affect individual rights under the Working Time Directive.

### 3. Pension Arrangements

The pension scheme is provided by **Strathclyde Pension Fund**. Current members would continue their service in the Fund.

### 4. Location

The post is based in the **Glasgow Health and Social Care Partnership, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH**. You may require to travel outwith the office. Home to work expenses will be met by the postholder but all other travel expenses incurred as a result of your employment will be reimbursed by your employer.

### 5. Annual Leave / Public Holidays

Annual leave entitlement is **196 hours per year** (prorata if working less than 35 hours). Public Holidays (12.5 days)

### 6. Other Terms and Conditions of Service

Full terms and conditions are set out on the **Glasgow City Council Connect** site

## Summary of terms and conditions of appointment (NHS Greater Glasgow and Clyde)

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title	<b>Head of Finance: Glasgow City HSCP</b>
Job reference number	<b>0000046806S</b>
Closing date	<b>18 April 2017</b>
Vacancy enquiries to	If you wish to discuss the role, please contact: Sharon Wearing, Chief Officer, Finance and Resources, Glasgow City HSCP on 0141 287 8838 or email: sharon.wearing@glasgow.gov.uk
Agenda for Change band:	<b>Band 8D</b>
Salary	<b>£68,599 - £84,932</b> per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.
Hours	<b>37.50</b> hours per week
Base	<b>Commonwealth House, Glasgow, G1 1LH</b>
Contract type	<b>Permanent</b>
Annual leave	The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation	All employees are automatically enrolled in the <a href="#">Scottish Public Pensions Agency</a> .
Healthcare Support Workers	All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the <a href="#">NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers</a> .  Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.
Smokefree policy	NHS Greater Glasgow and Clyde operates a <a href="#">smokefree policy</a> on all premises and grounds.
Equal opportunities	NHS Greater Glasgow and Clyde is as an <a href="#">equal opportunities employer</a> .

## Guidance for completing your application form

The recruitment and application process for this post is being managed by NHS Greater Glasgow and Clyde. NHS Greater Glasgow and Clyde will coordinate the application process and each stage of the recruitment and selection activity.

Please note the Closing Date for returning applications is 18 April 2017. We may not be able to accept late applications.

It is anticipated that assessment exercises will take place on 27 April 2017 and interviews will take place from 08 April 2017.

### **Additional Information:**

For a confidential discussion on the above post or to arrange a visit to the department please contact: Sharon Wearing, Chief Officer, Finance and Resources, Glasgow HSCP, on 0141 287 8838 or email: [sharon.wearing@glasgow.gov.uk](mailto:sharon.wearing@glasgow.gov.uk).

Please refer to the Job Description and Person Specification for details of the role.

To apply for the post of Head of Finance, please submit the following:

- An NHS Greater Glasgow and Clyde application form
- A statement in support of your application demonstrating how your skills and experience match the outline of the Job Description and Person Specification.
- A covering letter, outlining why you are interested in the role
- Please also include details of 2 referees: one of which must be your current or most recent employer. Referees will not be approached without obtaining your prior consent.
- Please also include any non-availability over April and May 2017.

## How to return your application:

By Email to: NHS Greater Glasgow and Clyde Recruitment Services at [nhsggrecruitment@nhs.net](mailto:nhsggrecruitment@nhs.net) no later than 18 April 2017.

Should you have any queries in regards to the application process or submitting your application please contact: NHS Greater Glasgow and Clyde Recruitment Services on 0141 268 2700 or email: [nhsggrecruitment@nhs.net](mailto:nhsggrecruitment@nhs.net)

All applications will be acknowledged and treated in the strictest of confidence.

NHS Greater Glasgow and Clyde  
**Recruitment Services**  
West Glasgow Ambulatory Care Hospital  
Dalnair Street  
Glasgow  
G3 8SJ

Tel: +44 (0)141 278 2700  
Email: [nhsggrecruitment@nhs.net](mailto:nhsggrecruitment@nhs.net)