

**JOB DESCRIPTION**

<b>Post Title:</b> Joint Chief Finance Officer – Bury Council and NHS Bury Clinical Commissioning Group	
<b>Department</b>	<b>Establishment/Post No:</b>
<b>Division/Section:</b>	<b>Post Grade:</b> Chief Officer Band H/VSM
<b>Location:</b> The post holder will be based within the Bury Campus, however may be required to work flexibly within any admin building in the Borough and travel within the locality to deliver the requirements of the role	<b>Post Hours:</b> 37.5
<p><b>Special Conditions of Service:</b></p> <p>To work flexibly when required including an element of unsocial hours.</p> <p>To meet the requirements of Annex 1.</p> <p>To participate in the Strategic Emergency Planning rota for the Council.</p> <p>To participate in the on call rota for the CCG.</p>	

**Purpose and Objectives of Post:**

The post holder will fulfil the statutory financial leadership role of Chief Finance Officer (CFO) across Bury CCG and Bury Council and strategic responsibility for finance across the Council and CCG, including leadership of the pooled budget and a pooled portfolio of programmes, delivering against the role and responsibility requirements of each statutory organisation and developing an integrated finance function to support transformation of the local health and care economy whilst achieving statutory financial duties.

The CFO will act as:-

- the CCG Governing Body Chief Finance Officer under Section 11(3a and 5) of the NHS (Clinical Commissioning Group) Regulations 2012

The post holder will report to the Chief Executive of the Council and Accountable Officer of the CCG and is required to be a member of the CCG Governing Body. The post holder will also be a key member of the Executive Team for the Council and One Commissioning Organisation, which works across both organisations and will be responsible for maximising the available financial resources through a strategic approach to managing the respective budgets; engagement of partners and suppliers and by scrutinising performance and demand in consultation with Elected Members.

The post-holder will lead on a portfolio of strategic programmes including the housing delivery pipeline and delivery vehicle, One Public Estate and Radcliffe SRF. As a key leader within the organisation, the post holder will also be required to contribute to the development of organisational strategy, managing and continuously improving system wide performance and quality.

In fulfilling the requirements of the job descriptions, roles and responsibilities be responsible for financial management and strategy along with a range of business support functions working closely with the Executive Clinical Directors, Executive Management Team members, clinical leadership and wider CCG membership.

The post is responsible for all Council Treasury and Accountancy functions and will work closely with the Deputy Chief Executive (Corporate Core) who is responsible for associated functions including the Council's Revenues and Benefits Teams, Risk Management and Audit functions and Procurement function.

**Immediately Responsible to:** Chief Executive Bury Council and Accountable Officer, Bury Clinical Commissioning Group.

**Accountable to:** Chief Executive Bury Council and Accountable Officer, Bury Clinical Commissioning Group.

**Immediately Responsible for:**

All finance staff across the Council and CCG including:-

- The Council's Treasury Management and Accountancy functions;
- Deputy Chief Finance Officers (Council and CCG)

**Relationships: (Internal and External)****Internal/External**

Chief Executive, Deputy Chief Executive (Corporate Core)

All Executive Directors, Clinical Leads, Senior Managers and Chief Officers of the Council/CCG

All Council/CCG Finance staff

NHS Bury CCG employed staff, constituent practices with their GPs, nurses and practice staff

Bury Council representatives

Service providers, service users and carer groups

Health and Wellbeing

GMHSCP

NHS England

Board representatives

Voluntary organisations

Elected Members/MP's

CCG Governing Body

GMCFO Network

Lead Officers within the Team Bury Partnership, AGMA, regional and national bodies and agencies.

External Auditors

Local and national media

**Control of Resources:**

**Financial** - Control of Revenue/Capital Budget – Council/CCG – £470m

**Personnel** - Control, discipline, training and direction of all employees responsible for

**Equipment** - Ensure proper use of equipment and technology used by all employees responsible for

**Health/Safety** - Health, Safety and Welfare of all employees of the service

### **Corporate Duties and Responsibilities:**

1. Overall accountability for the management of the Council and CCG capital and revenue budgets and for discharging the associated statutory functions as the member of the CCG Governing Body
2. To ensure the proper administration of the Council and CCG financial affairs, taking an objective view contributing to the financial integrity of the Council and CCG, the maintenance of the highest standards of financial control and the provision of an effective and responsive financial management service.
3. To contribute fully, as a member of the Governing Body of the CCG and the Joint Executive Management Team, to the development of overall vision and strategies for the Council and the CCG which provide clear direction for future development.
4. To work with the Accountable Officer and Chair of the Governing Body in developing strategic partnership arrangements with key stakeholders and providers.
5. To support services in the effective and efficient planning, prioritisation and organisation of work and allocation of resources to balance conflicting demands and enable delivery of outcomes.
6. To ensure maximum efficiency of the Council and CCGs monetary resources through active treasury management and provide advice on investment policies and the timely use of borrowing powers.
7. To ensure the CCG meet their statutory financial responsibilities.
8. To lead a portfolio of strategic programmes including the housing delivery pipeline and delivery vehicle, One Public Estate and Radcliffe SRF.
9. To participate with the Accountable Officer and Chair and Joint Executive Team in the corporate risk management of the Council and the CCG, including the relevant areas of the Risk Register and Assurance Framework.
10. To provide authoritative advice to Elected Members and senior leadership as appropriate on Council/CCG financial issues and to ensure that the overall budgets comply with corporate requirements and reflect the Council and CCGs policies, strategies and operational plans.
11. Committed to uphold the NHS principles and values as set out in the NHS constitution, the Nolan principles of public life and the standards for members of NHS Boards and Governing Bodies in England; and relevant local government legislation and CIPFA guidance.

### **Financial Duties and Responsibilities**

12. To develop and lead the implementation of financial planning strategies, and delivery of financial duties.

13. Development of long term deliverable financial plans that deliver a balanced budget in line with agreed outcomes to meet the needs of Bury
14. To be accountable for the preparation of Council and CCG statutory accounts and ensure their timely closure and in accordance with relevant legislation and CIPFA / Audit guidance.
15. To advise the Council and the CCG on all strategic and operational matters relating to finance and the delivery of required financial targets and duties.
16. To advise the Council and CCG Governing Body on the effective, efficient and economic use of its allocation.
17. To oversee robust audit and governance arrangements leading to propriety in the use of Council and CCG resources.
18. To ensure that all audit queries are dealt with effectively and to ensure that agreed audit recommendations are implemented within agreed timescales.
19. To ensure the CCG's business planning processes are robust in terms of costing, pricing, planning and negotiation of contracts and to ensure that there is an appropriate financial input to commissioning plans.
20. To ensure the Council's business planning processes are robust through the development of an effective Medium Term Financial Strategy.
21. To ensure policies and procedures are in place for sound reporting, forecasting, monitoring and management of Council and CCG's resources.
22. To ensure robust CCG Standing Financial Instructions and Council Financial Regulations and internal financial control procedures.
23. To oversee the production of the financial statements for audit and publication in accordance with statutory requirements.
24. To ensure the monitoring of contract financial performance.
25. To put in place effective budget monitoring procedures for the Council and CCG.
26. To be the CCG Lead for Counter Fraud matters and ensure that counter fraud work is proactive, and that fraud cases are investigated.
27. To ensure prompt and accurate completion of relevant government, European and other grant claims and returns and other statistical returns in accordance with appropriate return dates for the Council and CCG.
28. To support senior officers to convert budget direction and financial plans into deliverable strategy and action for the Council and CCG.

**Procurement and Contracting Responsibilities:**

29. Lead on behalf of CCG contract negotiations with all major providers of services to Bury Council and CCG and for those collaboratively commissioned contracts that CCG may be lead commissioner for.
30. To ensure that procurement is carried out according to statutory and legal requirements.

31. To support and develop new contracting models for the CCG.

32. To act as Executive Lead for the GMSS contracting and procurement teams.

### **Management Responsibilities**

33. To lead the finance teams across the Council and the CCG through personal example, open commitment and clear action, actively contributing to strategic, corporate and service policy and supporting plans, ensuring a positive approach to valuing diversity resulting in equality of opportunity, access and treatment in service delivery and employment.

34. Motivate, lead and develop senior managers to support a culture of high quality service provision through strong performance and contract management within available resources.

35. Effectively lead, plan and overall manage the Finance Management service and support, motivate and appraise the team to understand and achieve their collective and individual responsibilities, ensuring work is produced to a high standard and to meet determined deadlines.

### **Informatics:**

36. To act as Executive lead for IMT, ensuring the CCG have a clear strategy.

37. To act as the Governing Body's Senior Information Risk Owner (SIRO), responsible for ensuring organisational information risk is properly identified and managed and that appropriate assurance mechanisms are in place.

- As an employee of Bury Council and CCG you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council and CCG are committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council and CCG you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned

who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

## **PRINCIPAL RESPONSIBILITIES: CORE ROLE OUTLINE FOR CCG GOVERNING BODY MEMBERS**

As a member of the CCG's governing body, each individual will share responsibility as part of the team to ensure that the CCG exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the CCG constitution as agreed by its members. Each individual is there to bring their unique perspective, informed by their expertise and experience. This will support decisions made by the governing body as a whole and will help ensure that:

- a new culture is developed that ensures the voice of the member practices is heard and the interests of patients and the community remain at the heart of discussions and decisions;
- the governing body and the wider CCG act in the best interests with regard to the health of the local population at all times;
- the CCG commissions the highest quality services with a view to securing the best possible outcomes for their patients within their resource allocation and maintains a consistent focus on quality, integration and innovation;
- decisions are taken with regard to securing the best use of public money; the CCG, when exercising its functions, acts with a view to securing that health services are provided in a way which promotes the NHS Constitution, that it is there to improve our health and wellbeing, supporting us to keep mentally and physically well, to get better when we are ill and when we cannot fully recover, to stay as well as we can to the end of our lives;
- the CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business;
- good governance remains central at all times.
- demonstrate a commitment to upholding The Nolan Principles of Public Life along with an ability to reflect them in his/her leadership role and the culture of the CCG;

### **Core attributes and competencies - CCG Governing Body Members**

- Demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money for the taxpayer;
- Embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny;
- Demonstrate commitment to clinical commissioning, the CCG and to the wider interests of the health services;
- Demonstrate a commitment and experience of integration of social and health care commissioning;
- Be committed to ensuring that the governing body remains "in tune" with the member practices;
- Bring a sound understanding of, and a commitment to upholding, the NHS principles and values as set out in the NHS Constitution;
- Demonstrate a commitment to upholding The Nolan Principles of Public Life along with an ability to reflect them in his/her leadership role and the culture of the CCG;
- Be committed to upholding the proposed Standards for members of NHS Boards and Governing Bodies in England as currently being developed by the Council for Healthcare Regulatory Excellence;



- Be committed to ensuring that the organisation values diversity and promotes equality and inclusivity in all aspects of its business;
- Consider social care principles and promote health and social care integration where this is in the patients' best interest; and
- Bring to the governing body, the following leadership qualities:-
  - creating the vision - effective leadership involves contributing to the creation of a compelling vision for the future and communicating this within and across organisations;
  - working with others - effective leadership requires individuals to empower others deliver and continually improving services and hold to account;
  - being close to patients - this is about truly engaging and involving patients and communities;
  - intellectual capacity and application - able to think conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve and see the bigger picture;
  - demonstrating personal qualities - effective leadership requires individuals to draw upon their personal integrity, resilience and self-belief;
  - leadership essence - can best be described as someone who demonstrates presence and engages people by the way they communicate, behave and interact with others.

### **Core understanding and skills - CCG Governing Body Members**

- A general understanding of good governance and of the difference between governance and management;
- A general understanding of health and an appreciation of the broad social, political and economic trends influencing it;
- Capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision- making;
- The confidence to challenge explanations supplied by others, who may be experts in their field;
- The ability to influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill;
- The ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives;
- The ability to recognise key influencers and the skills in engaging and involving them;
- The ability to communicate effectively, listening to others and actively sharing information; and
- The ability to demonstrate how your skills and abilities can actively contribute to the work of the governing body and how this will enable you to participate effectively as a team member.
- Previous experience of working in a collective decision-making group such as board or committee, or high-level awareness of 'board level' working;
- A track record in securing or supporting improvements for patients or the wider public.

### **Role specific Leadership Qualities and Experience**

- Experience of working in finance roles of increasing levels of seniority including at Director and Board Member level in a complex organisation within the NHS.
- Evidence of leading high value contractual and business negotiations with providers and suppliers.
- Evidence of leading and implementing change.
- Experience of managing complex budgets and maintaining financial balance in the face of increasing demand.
- Experience of matrix working and networking across organisations.
- Proven track record of working successfully with different stakeholders. Experience of dealing with highly complex issues and identifying solutions and strategies.
- Experience of interpreting and summarising highly complex guidance and policy.
- Experience of delivering improvements in the efficiency and effectiveness of financial and non-financial services.
- Previous experience of working in a collective decision-making group such as board or committee, or high-level awareness of 'board-level' working.
- A track record in securing or supporting improvements for patients or the wider public.

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Post holder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

## Person Specification

### Chief Finance Officer

<b>SHORT LISTING &amp; INTERVIEWING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>		
Educated to Master's Degree level or equivalent experience	✓	
Full qualification in one of the individual CCAB bodies or CIMA	✓	
Member of a relevant professional body	✓	
Evidence of CPD	✓	
Eligible to be a member of the CCG Governing Body (see Annex 1)	✓	
<b>Experience</b>		
Recent experience of working at a senior level in local government, the NHS or other large public or private organisation	✓	
Extended experience of budget preparation, analysis and control, and closure of accounts in a large public organisation	✓	
Experience of working successfully and effectively as part of a team and of formulating strategies, policies, objectives, and targets that deliver value for money and/or service improvement	✓	
Evidence of leading high value contractual and business negotiations with providers and suppliers	✓	
Evidence of leading and implementing change	✓	
Experience of using performance management techniques to lead and motivate staff, and of developing a culture that has achieved a high level of performance and continuous service improvement.	✓	
Proven track record of working successfully with different stakeholders	✓	
Experience of working in a collective decision-making group such as board or committee, or high-level awareness of 'board-level' working in a complex organisation.	✓	

Experience of working within a political environment providing balanced advice, inspiring trust and confidence on strategic and operational matters	✓	
Proven track record of working in a partnership setting and achieving progress across organisational boundaries	✓	
<b>Knowledge and Understanding</b>		
Detailed understanding and working knowledge of Local Government and CCG Finance law, best practice and related issues	✓	
Knowledge of developing, leading and advising on long term strategic financial business planning in a complex organisation	✓	
In-depth understanding of the NHS financial regime including NHS payment by results and tariffs systems, and an ability to develop capability across the organisation to enable interpretation of relevant legislation and accountability frameworks	✓	
Up to date knowledge of relevant accounting practices.	✓	
Understanding of effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny	✓	
Knowledge of specific developments and national policy across the health and local government sectors.		✓
Knowledge of Bury and its challenges		✓
<b>Skills and Abilities</b>		
Excellent communication, negotiation, influence and relationship management skills	✓	
An ability to develop capability across the organisation to enable interpretation of relevant legislation and accountability frameworks	✓	
Ability to provide sound strategic financial advice and guidance to senior officers, Members of a large and complex political organisation and CCG Governing Body	✓	
Ability to present complex financial information in a format easily understood by non-finance personnel.	✓	
High level of organisational and analytical skills.	✓	

**OTHER ASSESSMENT METHODS**

<b>ASSESSMENT METHOD</b>	<b>CRITERIA</b>

## **Annex 1 –persons disqualified from membership of CCG governing bodies**

Schedule 5 of the NHS (CCG) Regulations 2012 state that the following are disqualified from membership of CCG governing bodies:

- MPs, MEPs, members of the London Assembly, and local councillors (and their equivalents in Scotland and Northern Ireland);
- Members including shareholders of, or partners in, or employees of commissioning support organisations;
- A person who, within the period of five years immediately preceding the date of the proposed appointment, has been convicted:
  - a) In the United Kingdom of any offence,
  - b) Outside the United Kingdom of any offence which, if committed in any part of the United Kingdom, would constitute a criminal offence in that part, and
  - c) In either case, the final outcome of the proceedings was a sentence of imprisonment (whether suspended or not), for a period of not less than three months without the option of a fine;
- A person subject to a bankruptcy restrictions order or interim order;
- A person who within the period of five years immediately preceding the date of the proposed appointment has been dismissed (other than because of redundancy), from paid employment by any of the following: the board, a CCG, SHA, PCT, NHS Trust or Foundation Trust, a Special Health Authority, a Local Health Board, a Health Board or Special Health Board, a Scottish NHS Trust, a Health and Social Services Board, the Care Quality Commission, the Health Protection Agency, Monitor, the Wales Centre for Health, the Common Services Agency for the Scottish Health Service, Healthcare Improvement Scotland, the Scottish Dental Practice Board, the Northern Ireland Central Services Agency for Health and Social Services, a Regional Health and Social Care Board, the Regional Agency for Public Health and Wellbeing, the Regional Business Services Organisation, Health and Social Care trusts, Special Health and Social Care Agencies, the Patient and Client Council, and the Health and Social Care Regulation and Quality Improvement Authority;
- A healthcare professional who has been subject to an investigation or proceedings, by any regulatory body, in connection with the persons fitness to practice of any alleged fraud, the final outcome of which was suspension or erasure from the register (where this still stands), or a decision by the regulatory body which had the effect of preventing the person from practicing the profession in question or imposing conditions, where these have not been superseded or lifted;
- A person disqualified from being a company director; or

- A person who has been removed from the office of charity trustee or removed or suspended from the control or management of a charity, on the grounds of misconduct or mismanagement.