

JOB DESCRIPTION

Post Title: Executive Director of Finance – Bury Council and NHS Bury Clinical Commissioning Group	
Department	Establishment/Post No:
Division/Section:	Post Grade: Chief Officer Band H VSM
Location: 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	Post Hours: 37.5
Special Conditions of Service: To work flexibly when required including an element of unsocial hours. To meet the requirements of Annex 1. To participate in the Strategic Emergency Planning rota for the Council, OR the on call rota for the CCG.	

Purpose and Objectives of Post:

The Executive Director of Finance will fulfil the statutory financial leadership role of Bury CCG and Bury Council, 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 postholder will act as:-

- the Local Authority Officer under section 151 of the Local Government Act 1972, and
- 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 Joint Executive Team, 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.

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.

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)
- associated Council functions including the Revenues and Benefits Teams, Risk Management and Audit functions and Procurement function

Relationships: (Internal and External)

Internal/External

Chief Executive / Accountable Officer

Leader of the Council who holds the Finance portfolio

Chair of Bury CCG

Chair of Bury CCG Finance, Contracting and Procurement Committee

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

CCG Governing Body, Cabinet of the Council and Lead Opposition Councillors

External Auditors

Officers within the Team Bury Partnership

The Greater Manchester Combined Authority and the Greater Manchester Health and Care Partnership

Chief Financial Officers across the Greater Manchester Councils and CCGs

NHS England

Service providers, service users and carer groups

Voluntary organisations

Bury MPs

Local and national media

Control of Resources:

- Financial** - Control of Revenue/Capital Budget – Council/CCG
- 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 Council's Section 151 Officer and Chief Finance Officer 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 Council and CCG meet their statutory financial responsibilities.
8. 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.
9. 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.
10. 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

11. To develop and lead the implementation of financial planning strategies, and delivery of financial duties.
12. Development of long term deliverable financial plans that deliver a balanced budget in line with agreed outcomes to meet the needs of Bury
13. 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.
14. 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.

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:-

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

Person Specification
Executive Director of Finance

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
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)	✓	
Experience		
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 complex stakeholder or 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	✓	
Knowledge and Understanding		
Detailed understanding and working knowledge of Local Government or 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	✓	
Knowledge of, or ability to develop an 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		✓
Skills and Abilities		
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.	✓	

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 pf 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.