

## JOB DESCRIPTION

- Job Title:**
- Head of Finance
- Department:**
- Corporate Services
- Contract:**
- Permanent, full-time
- Salary:**
- circa. £75,000 per annum, plus generous benefits
- Reporting to:**
- Director of Corporate Services and Finance
- Direct Reports:**
- Team of three
  - Managing two external outsourcing partners
- Location:**
- Victoria, London (hybrid working with one to three days in the office each week)
- Website**
- [www.nhsproviders.org](http://www.nhsproviders.org)
- Visa sponsorship:**
- You must be eligible to work in the UK to apply for this vacancy. NHS Providers is not able to offer visa sponsorship.

## About NHS Providers

NHS Providers is the membership organisation for the NHS hospital, mental health, community and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in England in voluntary membership, collectively accounting for £124bn of annual expenditure and employing 1.5 million people.

We are highly regarded for our effectiveness and impact. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services, and we believe that the work we do makes a real difference to our members, their staff, and patients.

We are a busy, high performing team of around 100 staff, based in central London, although we are flexible and work in a hybrid format, with both office and homeworking.

Our values are at the centre of who we are, what we do, and how we behave:



## The role and job purpose

As a member of the senior management team, the head of finance will provide strategic and operational support to the director of corporate services and finance and wider management team.

The head of finance will be responsible for leading the finance team and managing the outsourced finance and payroll providers. They will ensure all necessary financial controls, systems, processes and records are in place and the effective financial management of the organisation's finances and compliance with statutory regulations.

## Nature and Scope

The head of finance will be responsible for overseeing the year-end accounts, acting as the main point of contact with the external auditors. They will lead on the annual budget setting processes including future year projections, preparing and presenting the monthly management accounts to the executive management team (EMT) and senior management team (SMT), and deliver excellent business partnering to budget holders.

The head of finance will be responsible for leading the finance team, managing, motivating and developing staff. They will act as the main point of contact with the outsourced finance and payroll providers, managing these relationships to ensure KPI's are met.

## Accountabilities

### Financial Management

- Oversee the preparation of the annual statutory accounts for the charity, acting as the main point of contact with the external audit partner.
- Prepare the annual accounts for the trading subsidiary and present these to the Board of FTN Trading Ltd. Calculate gift aid and management costs for FTN Trading.
- Develop and maintain all necessary financial policies and procedures, providing an effective and efficient financial management service, ensuring compliance with relevant regulations.
- Maintain effective cash management processes, ensuring all necessary controls are in place, including bank accounts, data analysis, and cash reporting.
- Maintain all necessary payroll and pension records and controls to comply with statutory regulations.
- Overseeing tax matters including the VAT return and keeping up to date with relevant tax / VAT legislation.
- Promote a culture of strong financial control and good governance across the organisation.

### Strategic Finance and Business Planning

- Support the director of corporate services and finance to prepare the annual budget, future years projections and cash flow forecast for approval by the Board of Trustees. Support budget holders during the budget setting process.
- Deliver excellent business partnering, providing a high level of financial analysis to EMT and SMT, and sound professional advice and support.
- Lead on the monthly management accounts production including full year forecasts and cashflow projections.
- Provide an expert, long-term view on all areas of finance, including financial planning, forecasting and analysis.
- Support the development and engagement team (D&E) with commercial decision making including creating financial models to support bid submissions.

### Leadership

- Manage, support, motivate and develop the finance team, promoting a culture of continuous improvement. Set team objectives and ensure staff are trained and motivated to competently deliver the responsibilities and tasks required.
- Support staff health and well-being.
- Demonstrate the ability to influence and build positive working relationships within the organisation.
- Be able to communicate complex financial information to budget holders, SMT and EMT.
- Develop financial awareness and skills across the organisation.

## Other

- Present the statutory and management accounts to the FTN Trading Board.
- Attend the Finance and General Purposes Committee as and when required.
- Manage the key relationship with the outsourced finance and payroll provider, ensuring KPI's are met.
- Lead the review and enhancement of the finance system, processes and procedures to improve efficiency and accuracy.
- Manage the relationship with external stakeholders such as our banking partner.
- Keep up to date with changes to statutory regulations including charity commission guidance and companies house.
- Complete the annual charity commission return and submission of accounts to Companies House and Charity Commission.
- Support the director of corporate services and finance with the annual insurance renewal process.
- Undertake any other duties as required, consistent with the role.

## Experience and understanding

### Person Specification

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> <li>✓ Proven experience in a similar finance role at a senior level.</li> <li>✓ Experience motivating, leading and developing a team.</li> <li>✓ Strong background in financial accounting and statutory accounts in a complex organisation.</li> <li>✓ Extensive experience of financial processes, procedures and related systems.</li> <li>✓ Proven experience of working with Boards.</li> <li>✓ Experience in analysing and processing financial data.</li> <li>✓ Extensive experience in providing impartial financial advice and information to multi-disciplinary management teams.</li> <li>✓ Payroll, pension and benefit accounting.</li> <li>✓ Tax administration processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working in a similar role within a charitable / not for profit organisation.</li> <li>✓ Managing an outsourced provider.</li> <li>✓ Procurement.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>✓ CCAB qualified accountant (or equivalent), with experience gained in a similar role ideally in the charity / not for profit sector.</li> <li>✓ Expert knowledge of financial accounting, policies, and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Knowledge and experience of Charity Accounting and business planning processes.</li> </ul>

Skills	<ul style="list-style-type: none"> <li>✓ Strong interpersonal skills with the ability to communicate, present, influence and build credible relationships with colleagues and senior leadership.</li> <li>✓ Leadership skills to inspire colleagues to collaborate to deliver the change required.</li> <li>✓ Excellent problem-solving skills.</li> <li>✓ Critical thinking and analytical skills.</li> <li>✓ Organisation and prioritization skills.</li> <li>✓ Attention to detail.</li> <li>✓ A high degree of IT literacy and strong working knowledge of the Microsoft suite of software.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Passion for continuous improvement.</li> <li>✓ Excellent presentation skills.</li> </ul>
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*Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.*

*NHS Providers is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities Policy and all other relevant guidance/practice frameworks.*

## Equality and diversity

We're working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning, and development and internal promotions.

## Place of work and hours

NHS Providers' office is located in Victoria, London. We are working in a hybrid format, where staff work between one and three days a week in the office. Staff can apply to work permanently at home, and this will be considered on a case-by-case basis, taking into account individual circumstances, the nature of the role and operational needs.

NHS Providers is supportive of flexible working and will give reasonable consideration to requests for reduced hours/part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.

## Staff benefits and groups

We offer a wide range of benefits:

- 25 days holiday plus two additional days off at Christmas.
- Personal development training and memberships to professional bodies.
- Study leave, help another leave day, service-related leave and the potential to purchase up to five days extra off per year.
- Enhanced maternity and paternity leave pay.
- Season ticket loan for travel.
- Access to life insurance and dental plan.
- Enhanced pension scheme.
- Flu jabs.
- Eye test.
- Cycle to work scheme.
- Health and wellbeing initiatives.
- Access to the employee assistance programme, a confidential counselling service.

For more information, please contact HR by emailing [lydia.kirton@nhsproviders.org](mailto:lydia.kirton@nhsproviders.org).

We also run a number of staff groups to provide support and a safe space to discuss issues that matter to staff:

- The Race Equality and Cultural Inclusion group (RECI).
- Mental Health and Wellbeing group.
- LGBTQ+ group (Proud Providers).
- Disability Awareness group.
- Staff consultation group.

## How to apply

Please send a CV and covering letter setting out why you are interested in the role and how you meet the person specification to [recruitment@nhsproviders.org](mailto:recruitment@nhsproviders.org) by 12 noon, on Wednesday 23 October 2024.

Interviews will take place in the **week commencing 04 November 2024**.

For an informal conversation about the role, please contact Caroline Harrison, Director of Corporate Services and Finance