

JOB DESCRIPTION

JOB TITLE: BSPS Chief Finance Manager (including Procurement and Contracting)

PAY BAND:

DEPARTMENT: Berkshire and Surrey Pathology Services (BSPS)

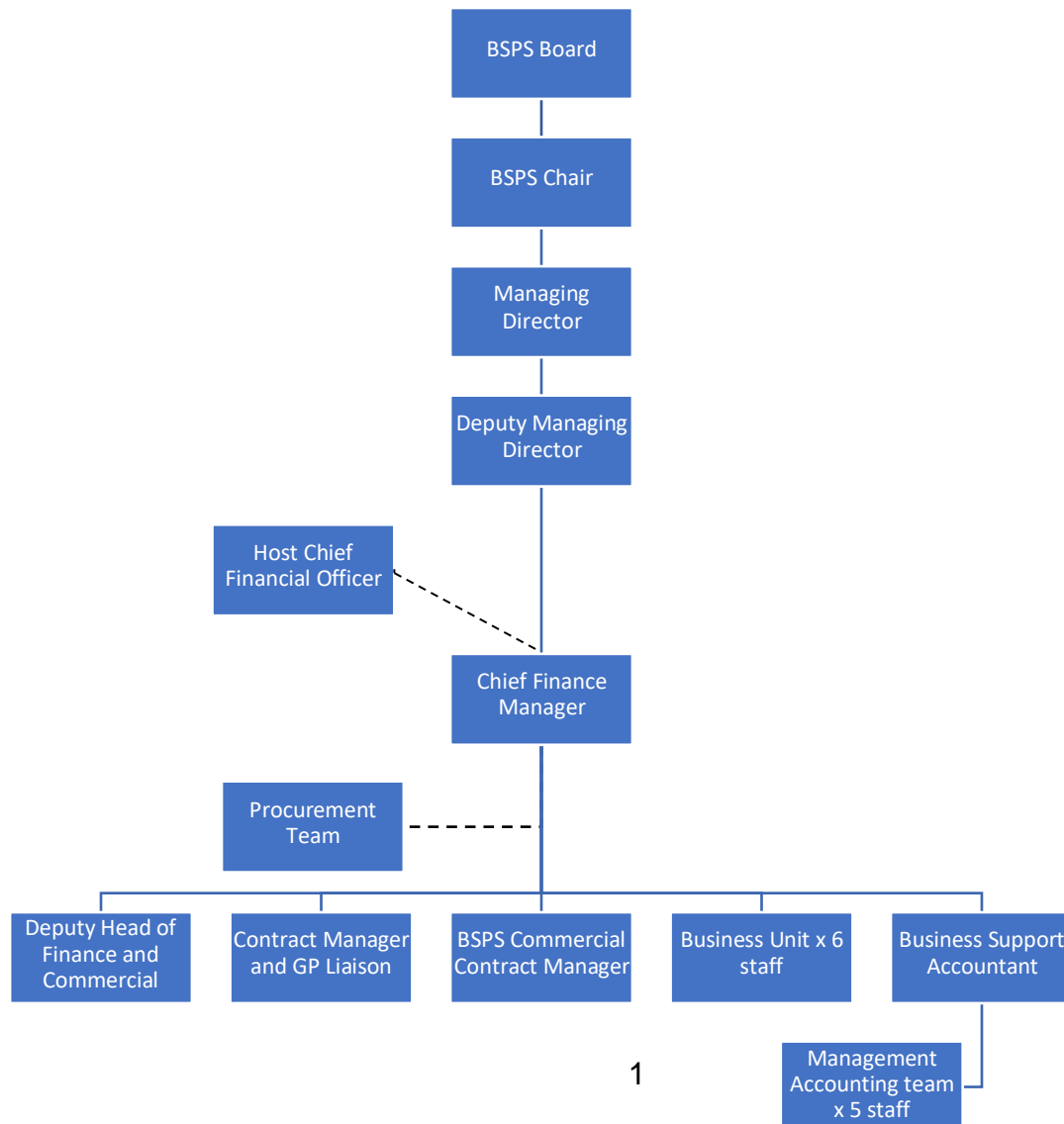
RESPONSIBLE TO: Deputy Managing Director of BSPS

DATE: March 2024

DIMENSIONS OF JOB:

- Responsible for:
 - C. £115 Million turnover
 - Staffing c. 15WTE

ORGANISATIONAL CHART



PURPOSE OF JOB:

- The Berkshire and Surrey Pathology Services (BSPS) the Chief Finance Manager is a key member of BSPS' Senior Leadership Team and will work with colleagues, senior leaders and Board members across BSPS, its partner organisations and beyond.
- The post holder will lead on all aspects of BSPS wide financial performance, short- and long-term planning and financial sustainability for this complex c. £120m turnover organisation. This will include attending and presenting at BSPS Executive meetings, the BSPS Board and Finance and Investment sub committees on a range of financial issues. The post holder leads the management of the BSPS Finance team and may attend Trust Audit Committees and Finance Performance meetings as required.
- The post holder, as part of the finance leadership team, will provide leadership and direction to the finance function including the development of the capability and capacity of the department to ensure it meets the organisation's needs.
- The post holder will need to be technically and intellectually strong and have exceptional vision and leadership skills to drive continuous improvement across the finance function and beyond. This means using a balance of influence as a skilled financial professional and authority as an Chief Finance Manager to ensure realistic financial targets are agreed, set and delivered. Key relationships will be with the BSPS Senior Executive, BSPS Board members and the Chair of the Finance and Investment Committee.
- To provide financial, procurement and contracting leadership for BSPS. To develop and lead financial strategies in support of the overall strategy and direction of BSPS and its partner organisations.
- The BSPS finance and wider management team operate a lean structure and the post holder is expected to contribute to the daily work as well as leading and directing the finance team.

Finance

- As a member of the BSPS Board, comprising the CEOs and Directors of each of the partner organisations, provide financial leadership at Board level on behalf of BSPS and its partners ensuring appropriate financial plans, both for revenue and capital are delivered and reported to the BSPS Board and its partner organisations for assurance and appropriate action where required. Responsible for the management of the financial team within BSPS.

Procurement

- Provide strategic leadership to the Procurement team and ensure the host Trust's SFIs and Procurement policies are adhered to.

Contracting / Commercial

- As contracting lead be accountable for the contracting / commercial functions within BSPS providing professional advice, expertise and leadership on all aspects of these areas and support the Deputy Managing Director who leads the commercial strategy. Responsible for securing current contract income for BSPS and support the identification of opportunities to develop new services, new markets and additional income.

KEY TASKS & RESPONSIBILITIES:

Finance

- To provide financial expertise to BSPS and to the Deputy Managing Director of BSPS in budgeting, costing and business planning and development. To be responsible for leading the compilation, co-ordination and monitoring of the BSPS financial position and ensuring provision of key financial analyses upon which the business decisions of the entity can be based.
- To have overall responsibility for the management of the financial arrangements of BSPS, including assimilation of costs and income from all five Trusts, and apportionment of costs and budgets to each Trust following the principles outlined in the Collaboration Agreement and agreed by the BSPS Board.
- To work with the central finance team members to continually improve and update financial information and to look for ways to make it more accurate and meaningful. To chair the financial meetings with the partner Finance and Contracts teams, ensuring monthly review, annual planning and all financial/commercial developments are co-ordinated. Ensure Terms of Reference of this group are clear and reviewed annually. Ensure any actions or issues are reported to the BSPS Finance and Investment Committee, BSPS Executive and BSPS Board as appropriate.
- Ensure the key financial principles and financial arrangements in the BSPS Collaboration Agreement are maintained and/or amended as required by the BSPS Board and in agreement with the partner Trusts. In the event of new members joining, to take the lead with regard to working with the Finance Team of the new partner and to chair the Financial & Commercial Group responsible for that integration.
- To work with the Senior Executive (and in particular the Chief Operating Officer) to shape and monitor a high-level CIPs programme annually and agree with the BSPS Board a realistic level of CIPs. Ensure that CIPs are reported accurately and in a timely manner.
- To work with BSPS Executive colleagues to ensure that value for money is being obtained and agreed financial action plans and controls are being implemented.
- To present the high-level financial plan annually and present to the BSPS Board. To determine how the budget process should be managed and issue budget setting guidance. In preparation, attend BSPS Annual Planning meetings and prepare and present annual financial planning.
- Responsible for completion of monthly BSPS financial reports. Agree reports with COO and Deputy Managing Director of BSPS and ensure key messages are appropriately conveyed. Present reports to the BSPS Executive, Board and Finance and Investment Committee. Review overall financial forecasting on a monthly basis and agree with the COO and Deputy Managing Director and Managing Director of Pathology.
- Responsible for leading on all regional and national financial returns for BSPS including the Model Hospital quarterly and annual return on behalf of the partners and the network.
- To act as finance representative and provide expert financial support and advice on all other complex strategic issues, projects, initiatives or service changes, producing detailed costings, reports and recommendations as required.

Procurement and Contracting /Commercial

- Liaising with Procurement and Contracting teams within BPS and the partner organisations and being responsible for pricing arrangements and the proposed tariff for BPS. Ensuring that tariff is harmonised between the members and seeking Board approval for the above.
- To provide financial advice on new business developments. Prepare economic and financial analysis and interpretation of the data. Provide advice and make recommendations based on the information available.
- On behalf of BPS to communicate with the Trusts' Finance Directors via the BPS Finance and Investment Committee, on any complex issues and propose options and advise on financial implications.
- Ensure the preparation and presentation of contractual / commercial arrangements and financial reports to the BPS Executive and Board.
- To propose pricing arrangements where these are required and support the commercial aspects of BPS in costing and pricing new and existing services.
- To develop business cases where appropriate and support the Deputy Managing Director and Chief Operating Officer of BPS to present these at appropriate forums as required.
- To chair the Commercial Performance Group (CPG) within BPS working with operational and business managers to ensure contract terms and financial arrangements with suppliers and customers are appropriately managed and controlled.
- To negotiate contracts, savings and discounts for all contracts and/or support the Deputy Managing Director in these negotiations.
- To advise the BPS Executive Team on the contractual and financial implications to the Trust/s of new models of provision.
- To "horizon scan" for any potential bidding and service development opportunities for BPS.
- To undertake research modelling and collation of information to support the Executive Team to reach "bid" or "no bid" decisions.
- To identify the need for bid partners for any major bids and to lead the development of suitable commercial arrangements with partners, for example, Joint Ventures.
- To oversee the production of bids, co-ordinating the efforts of colleagues from within BPS and ensuring the bids are written to a high standard.
- Responsible for costing, pricing and all financial information in any tender bids, ensuring that they are both competitive and financially viable. Taking financial responsibility for any financial schedules in new or existing contracts and agreeing them with the other party.
- To co-ordinate BPS's participation in bidders' briefings and "pitching" meetings with commissioners, ensuring the BPS team is well prepared and gives the best possible account of BPS's capability to meet the tender requirements.

- To seek feedback of bids from purchasing authorities and to use feedback received to improve future bids.

Contracting / Commercial

- To take responsibility for development and implementation of BPS policies for contract management including responsibility for meeting and monitoring performance.
- To implement an annual contracting strategy which will support the strategic vision of BPS.
- To oversee and lead contract negotiations to agree the activity and value of annual SLA agreements where appropriate.
- To monitor KPIs with the operations teams to ensure service level credits / deductions are achieved if performance standards are not met.
- To establish and oversee systems to monitor in year SLA activity and forecast outturn to support financial planning and operations recommending corrective action where necessary.
- To manage contract disputes and processes with commissioners / customers including data quality, contract performance and activity queries.
- To undertake impact analysis of planned service changes including activity and financial modelling and scenario planning.
- To work with the operations and information teams to ensure that all activity and information is being captured accurately, coded and reported.
- Support strategy development with the Deputy Managing Director and wider BPS Senior Executive by ensuring systems are in place to capture, measure and report organisational performance and to provide assurance on development and of strategic plans.

Reporting lines

- To report directly to the Deputy Managing Director of BPS, with 'dotted line' professional accountability to the Chief Financial Officer of the BPS host Trust.
- To line manage the Deputy Finance, Procurement and Contract leads and oversee the central management accounts team who has responsibility for maintaining the pathology ledger and producing the monthly management accounts.
- To line manage the BPS Contract Manager/GP Liaison lead
- To line manage the BPS Commercial Contract Manager.

General

To participate in the overall management of the Pathology service.

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed

and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the supervisory JD Addendum, available at: <https://www.fhft.nhs.uk/media/2753/jd-addendum-supervisory.pdf>



PERSON SPECIFICATION

JOB TITLE: **BSPS Chief Finance Manager**

PAY BAND:

DEPARTMENT: Berkshire and Surrey Pathology Services (BSPS)

CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to masters level or equivalent. • CCAB/CIMA qualified with relevant post qualification experience. 	<ul style="list-style-type: none"> • Evidence of on-going personal development
Experience	<ul style="list-style-type: none"> • Expert understanding of the NHS financial regime. • Significant experience at strategic level in an NHS or equivalent, complex operating environment. • Experience of working at a senior management level in an NHS finance department including budget setting and managing multi-million pound budgets. • Proven experience of working across boundaries; handling contract negotiations; risk management, conflict resolution and understanding of business strategy. • Understanding and proven experience of change management and business improvement processes. • Commercially astute, able to manage the day to day business challenges while not losing sight of long-term strategic goals. • Experience of successfully leading staff to high performance, transforming ineffective behaviours into responsive and proactive processes. • Experience of successfully gaining senior stakeholder engagement 	<ul style="list-style-type: none"> • Led budget setting in an NHS environment. • Knowledge of Reference Costs and the NHS payment system. • Previous experience of working at Board level. • Experience of Lean methodologies and delivery. • Experience of company secretarial duties. • Experience gained in the commercial sector, e.g., business development. • Experience of leadership development • Experience of continual professional development (CPD) through further specialist training and experience. • Experience in a Senior Strategic Development or Planning role in a complex environment sector. • Proven experience of managing complex contractual negotiations and process demonstrating the impact on desired business objectives.

	<p>and/or using account management techniques to develop, communicate and execute business plans, business cases and contracts and to turn strategy into service.</p> <ul style="list-style-type: none"> • Proven experience of holding others to account through both managerial and contractual routes. • Strong IT skills, incorporating the input of financial data, creation and manipulation of spreadsheets. • Awareness of the challenges facing the NHS and issues affecting the local healthcare economy. • Experienced in developing and delivering formal, complex business cases to non-finance managers and directors. Experience of producing financial appraisals and contributing to business cases. • Previous experience of developing pricing and costing models that help to deliver the partnerships' commercial and financial strategies. 	
<p>Skills & Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of all appropriate legislation and its application within a large organisation • Knowledge of technical contracting requirements, together with experience of understanding and interpreting relevant guidance in a complex organisation. • Knowledge & understanding of the contract negotiations framework and impact on the business planning cycle. • Understanding of NHS income mechanisms and their impact • Ability to build excellent relationships & manage stakeholders across organisational boundaries and functional areas to deliver cultural and operational 	<ul style="list-style-type: none"> • Knowledge of corporate governance and risk management approaches to contracting, commercial development and operational plans. • Ability to develop and mine a network of contacts, import and assess suitability of new approaches to design new creative business models and introduce innovation into contractual arrangements and business models. • Evidence of leadership experience and/or potential. • Project management experience.

	<p>transformation and promote organisational learning.</p> <ul style="list-style-type: none"> • Possess excellent communications skills with the ability to be clear and persuasive in speech and writing; and to handle difficult and sensitive situations. • Ability to have a high level of work organisation, self-motivation, drive for performance and flexibility in approach and attitude and ability to work under pressure. • Demonstrate examples of handling and interpreting highly complex, sensitive and contentious information, including presenting information about strategy to a wide range of internal and external stakeholders. • Ability to employ effective communication, negotiation and influencing skills to enable an effective change management with stakeholders at all levels (including senior management) who may hold differing and contentious views. • Professional attitude with personal credibility, assertive, self-confident individual able to work at very senior levels both internally and externally Able to resolve conflict in a calm and professional manner. • Ability to draw together a range of disparate and complex information in order to identify options and make decisions. 	
Special Requirements	<ul style="list-style-type: none"> • Able to work across all BPS sites. 	

Values & Behaviours	<p>We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/</p> <div style="text-align: center;"> </div>
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