**NHS NATIONAL SERVICES SCOTLAND**

# JOB DESCRIPTION

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| **1. JOB DETAILS** |  |
| Job Title: | **Chief Officer – Finance** |
| Immediate Senior Officer/Line Manager: | Director of Finance, Governance & Legal Services (NSS) and Director of Strategy, Governance and Performance (PHS) |
| Directorate: | Finance, Governance & Legal Services |
| Location:  Job reference: | Hybrid working / Central Scotland  (HQ – Gyle Square, Edinburgh) |

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| **2. JOB PURPOSE**  To support the PHS Chief Executive in the discharge of their Accountable Officer duties and responsibilities, serve as the lead finance professional in PHS, and ensure the effective operation of the Service Level Agreement between PHS and NSS in so far as it relates to finance.  To inform the strategic direction of Public Health Scotland from a financial perspective, through developing and implementing a financial strategy which will enable the Public Health Scotland strategic plan and vision. This role provides strategic Finance leadership and direction to the Chief Executive and Senior Leadership team for Public Health Scotland.  Reporting directly to the Director of Finance of NSS and reporting operationally to the Director of Strategy, Governance and Performance for Public Health Scotland, this role leads, shapes, and drives the development of financial management practices across the organisation to enable the delivery of the Public Health Scotland’s vision, strategy and business plans.  A member of the PHS Executive Team and of the NSS Finance senior team, the postholder will participate fully in the leadership of Public Health Scotland (PHS) and will work closely with the NSS Director of Finance to ensure the effective operation of the NSS/PHS Service Level Agreement.  The postholder will lead the provision of a comprehensive finance service to PHS, providing financial advice to the Chief Executive, Directors and the PHS Board, to ensure effective financial stewardship, governance and control.  Responsible for the delivery of financial strategy and planning, budgetary control and reporting, and external statutory reporting, working collaboratively across PHS and with its strategic partners and Scottish Government to ensure appropriate financial strategies and plans are in place, and executed effectively to support the delivery of organisational objectives.  Work closely with the Scottish Government on the sustainable funding that PHS requires, providing assurance as to delivery and best value, always seeking ways of improving the value for money that is achieved by PHS in delivering our specific responsibilities and supporting whole system improvement across the NHS and public service more broadly.  Lead and support a strong and impactful PHS contribution to work across the wider system in Scotland, including within the NHS, the Scottish Government and local government on sustainability and value. This will contribute to a more sustainable and effective public service. Oversee the provision of clear advice on the priorities, approaches and innovations needed to improve health and wellbeing in a way that secures public value and promotes wellbeing.  Connect with and learn from expertise that exists within PHS and our partners, across the nations of the UK and internationally, on sustainability and value. Translate knowledge and insight into actionable advice and evidence for local and national governments to assess and implement, and partner to support effective implementation  The role works closely and in partnership with all areas of the Finance function in NSS and will be responsible for ensuring the appropriate skills and capabilities are identified and deployed to deliver a quality finance service in line with Service Level Agreement (SLA) definitions and customer expectations.  This postholder will contribute to the cultural and organisational transformation of Public Health Scotland services and functions to ensure that these add value to the organisation. | | |
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| **3. DIMENSIONS**  Public Health Scotland is a national health board with joint accountability to Scottish Government and the Convention of Scottish Local Authorities (COSLA). Established as a result of the Public Health Reform programme led by the Scottish Government and COSLA, the creation of PHS brought Scotland’s national public health assets together into one organisation for the first time. Legally created by the Public Health Scotland Order 2019, https://www.legislation.gov.uk/ssi/2019/336/contents/made the organisation commenced the delivery of services on 1 April 2020.  Public Health Scotland has approximately 1,100 staff (comprising medical, technical, scientific, management, administration and support staff) who are geographically dispersed across a number of sites throughout Scotland. Public Health Scotland’s functions are funded by a core recurring gross revenue budget of around £83m; a baseline budget of £52.1 m; a non-core recurring budget of £28.6 m; capital funding of £1.1m and an income target of £5.3m.  In addition, the national and international focus of Public Health Scotland’s responsibilities give it impact significantly beyond its organisational resources. The statutory functions allow it, both directly and indirectly, to protect and significantly improve the public’s health and wellbeing and reduce health inequalities. Public Health Scotland achieves this by working both within and beyond the NHS in Scotland, and by influencing and informing the wider health system.  The NSS Finance Function delivers a shared Finance service to PHS and this post is responsible for the effective delivery of this service. This post is dedicated to PHS.  The post holder is responsible for proactively informing the strategic direction for Public Health Scotland from a financial perspective and will lead the provision of a comprehensive finance service to PHS, providing financial advice to the Chief Executive, Directors and the PHS Board, to ensure effective financial stewardship, governance and control. The post is responsible for understanding the business needs of Public Health Scotland and aligning with the right areas of expertise within the NSS Services model to deliver the needs of Public Health Scotland. They will also manage customer relationships at Chief Executive, Director and Senior Management level.  Staff may be assigned from elsewhere in the NSS Finance function to assist in the delivery of programmes and initiatives through a matrix management approach. The postholder will manage, coordinate and delegate work to individuals and teams across the function, working closely with the Director of Finance and the Finance Senior Management Team in NSS to deliver the full range of financial services to Public Health Scotland.  The post holder has a direct responsibility for working with the senior leadership team of Public Health Scotland to lead on financial initiatives, realising benefits and identifying cost savings through influencing and negotiating across a range of different working practices and redesign projects to ensure that Public Health Scotland operates within the overall budget.  Working externally to support an effective and leading contribution from PHS to the value and sustainability of health and social care services in Scotland will be a key dimension of this role. | | |
| 1. **ORGANISATION CHART** | | |
| **5.**  **ROLE OF THE DIRECTORATE** | | |
| The NSS Finance, Corporate Governance and Legal Services Directorate delivers a comprehensive finance service to PHS, and this post sits within the Finance Service, but the role is dedicated to and embedded in Public Health Scotland.  NSS is a Non-Departmental Public Body (NDPB) and provides a diverse range of support services for the NHS in Scotland.  NSS employs approximately 3,600 staff (comprising medical, nursing, technical, and scientific, management and administration staff, located at 17 sites across Scotland with associated revenue costs of £780 million.  NSS manages Primary Care Contractor Payments in excess of £3bn on behalf of boards and delivers payroll services on behalf of 8 boards supporting salary payments more than £1.5bn  NSS Finance consists of c150 WTE delivering a broad range of financial services to NSS and to other NHS boards through shared services arrangements. Core services include, financial planning and analysis, business partnering, budgetary control, management accounting, project accounting, BI & Analytics, financial accounting, reconciliations, tax and corporate reporting, accounts payable, accounts receivable, treasury and payroll services.  Public Health Scotland is responsible for leading and enabling the drive to improve health and wellbeing and reduce health inequalities across Scotland.  We deliver:   * strong public health leadership across the whole public health system in Scotland * high quality, effective and supportive health improvement, health protection and healthcare public health functions.   We are:   * intelligence, data and evidence led. * have a key role in enabling and supporting delivery at local level.   We deliver leadership roles in relation to:   * public health research. * innovation to improve population health and wellbeing. * supporting the broad public health workforce across Scotland.   PHS is a values driven organisation and we expect all our staff to role model our values in everything they do. | | |
| Public Health Scotland is made up of four directorates. These are:   * Directorate of Data & Digital Innovation * Directorate of Clinical and Protecting Health * Directorate of Place and Wellbeing * Directorate of Strategy, Governance and Performance   **6. KEY RESULT AREAS**  **Financial Leadership**   1. Provide professional financial leadership and expertise to Public Health Scotland in all aspects of finance and allocated initiatives across the wider NHS. 2. As a member of the Executive Team of PHS, lead the development and implementation of financial strategy and planning. 3. Participate in and be a key contributor to national finance professional networks building and developing strong and effective working relationships with Scottish Government Health Finance colleagues. 4. Provide financial rigour in the review and decision-making processes relating to major business decisions, ensuring close working between Finance, Directors and Heads of Service in PHS to drive ongoing improvements in service delivery and efficiency of service. 5. Provide leadership to the NSS Finance department, ensuring provision of a streamlined, efficient, professional and modern function. Ensure that the NSS Finance teams deliver effective services in line with PHS priorities. 6. Make judgements on financial decisions where there is no precedent, and where leading opinions may conflict. This will include the interpretation of NHS policy, the impact of decisions and the financial requirements of, or consequences to the Board’s strategy.     **Financial Strategy**   1. Lead the annual financial planning and performance cycle for the organisation over a 5-year planning horizon, ensuring an integrated approach aligning financial, service and workforce plans to deliver operational excellence, financial sustainability and value. 2. Lead the development of a proactive approach to horizon scanning facilitating the anticipation of risk, preparation for future challenges and identification and assessment of the impact of trends, threats and opportunities and develop and support the implementation of appropriate options and actions to protect the financial viability of the organisation. 3. Provide professional leadership, and financial advice, guidance and support to the PHS Board, Senior Management Team, and Senior Managers to develop and implement long term financial strategies in support of future sustainability of the organisation. | | |
| **Financial Services**     1. Lead the provision of a comprehensive range of finance services to PHS, engaging with service leads within NSS Finance to ensure services meet service quality standards reflected in the SLA, striving to continually improve and exceed customer expectations. 2. Lead and direct the provision of accurate and timely financial information for decision makers and budget holders across PHS to ensure the organisation is supported effectively to make informed decisions that support service delivery to customers now and in the future. 3. Monitor, review, and evaluate the financial progress of corporate initiatives, new developments, and transformational change to ensure financial control and value for money for the organisation. 4. Attend PHS Board and FARC (Finance, Audit & Risk Committee) as required to report on financial performance. 5. Represent PHS on bi-monthly NHS Scotland Corporate Finance Network meetings to contribute and influence NHS Scotland financial decisions and strategic direction 6. Lead on external reporting and annual accounts preparation, including liaison with External Auditors 7. Lead on initiating the internal audit plan for financial controls and the timely implementation of the agreed internal and external audit recommendations for Finance, arising from statutory audits and/or the PHS internal audit plan.   **Sustainability & Value**   1. Work closely with the Scottish Government on the sustainable funding that PHS requires, providing assurance as to delivery and best value. 2. Advise on the priorities, approaches and innovations needed to improve health and wellbeing in a way that secures public value and promotes wellbeing. 3. Connect with and learn from expertise that exists within PHS and our partners, across the nations of the UK and internationally, on sustainability and value 4. Translate knowledge and insight into actionable advice and evidence for local and national governments to assess and implement, and partners to support effective implementation.   **Leadership and Management**     1. Ensure controls assurance compliance to demonstrate quality and customer focused approach to the delivery of finance services. 2. As a member of the PHS Senior Leadership team, contribute to and participate in the overall leadership and corporate governance of PHS 3. Contribute to any NSS/PHS wide efficiency drives by exploiting opportunities across both organisations and challenging historical thinking and ways of working. |
| **7. ASSIGNMENT AND REVIEW OF WORK** |
| The Post holder has considerable scope for the use of personal initiative and discretion in using judgement and making decisions, implementing, recommending and supporting delivery of best practice solutions, that are focused on achieving a more agile, efficient and effective organisation and support the achievement of Public Health Scotland’s Strategy and objectives and the wider sustainability and value of health and social care services in Scotland.  The post holder will plan and agree their objectives with the Director of Finance and the Director of Strategy, Governance and Performance in partnership with the ExecutiveTeam of Public Health Scotland on an annual basis in line with the NHS Scotland appraisal system and these will be reviewed 6 monthly.  The post holder works autonomously and to lead and drive finance strategy along with the provision of authoritative financial advice/services to a wide range of managers.  The post holder requires the ability to effectively manage a broad range of responsibilities across a variety of finance workstreams and work areas within tight timescales and deadlines. The postholder must balancing workload challenges whilst recognising business priorities, ensuring compliance with Standing Financial Instructions and consistency of application of finance policy, procedure across all financial services delivered to PHS.  The remit and role require constant assessment and re-assessment of priorities while managing a wide range of activities that present considerable demands on time management, problem solving and decision-making skills.  **Decisions and Judgements**   * Most of the postholder’s work will involve leading and developing financial strategies and plans for Public Health Scotland, which will deliver financial sustainability whilst enabling Public Health Scotland’s strategic goals, and ensuring compliance with the Standing Financial Instructions, * The post-holder will receive complex and specialist information from a wide variety of sources, including legislation, strategies and policies, operational activity, and performance data. This often contradictory and incomplete information must be assessed, evaluated, and presented effectively to inform and influence Senior Leadership Team on key PHS financial matters and to support effective decision making in the delivery of PHS strategy and objectives. * The post holder will use their considerable knowledge and expertise to make judgements on different courses of action. This will require them to analyse a range of complex and often contentious financial options and present appropriate solutions - on which there may be different views or conflicting opinions - ensuring that the financial integrity of the organisation is always maintained, |
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| **8. COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| **Skills** The post holder will be involved in communicating very highly complex/sensitive financial and business information when delivering presentations and engaging with a range of stakeholders. This can sometimes involve presenting complex and contentious information to a large group of managers and staff.  This requires a high level of negotiation and influencing skills and the ability to overcome barriers to resistance to change where these exist to deliver the range of organisational and strategic objectives.  Highly effective team working is integral to taking forward Public Health Scotlands’ agenda and building successful relationships with a range of stakeholders is key feature of this post. Key skills that the post holder will have to demonstrate frequently will be:   * Communicates information at all levels concerning a wide range of Finance issues that can be complex, sensitive and confidential. For example, challenging business decisions and use of resources across PHS. * Presents, explains, and relays information to diverse groups in a variety of different environments where the subject matter may be highly emotive and/or contentious and where there may be a need to manage conflict and diffuse confrontation * Demonstrates strong influencing and negotiating skills in all relationships but particularly in relation to involvement in change management situations. The post holder must have the ability to influence managers and staff at all levels of the organisation. * Applies well developed motivational skills through interactions with Directors, managers, and staff. * Promotes partnership working, and champions compliance with the Staff Governance Standard, * Utilises a range of presentation and reporting skills, orally, in writing, in providing professional advice, reports and briefings to senior colleagues. * Deals with situations with tact, discretion, and diplomacy. * The postholder is expected to have a high level of negotiation and influencing skills to overcome barriers to the resistance of change where these exist to deliver organisational and strategic objectives effectively. * Frequent requirement to resolve and handle conflict when dealing with conflicting priorities, challenging behaviour, and customer demands. This may include dealing with conflict and difficult situations at meetings when tensions are running high, while maintaining a professional manner and focus on service delivery. * The post holder will regularly present sensitive or contentious financial information e.g., options for service reduction to ensure financial targets are achieved that could impact on staff/posts. |
| **Relationships** **Internal**  Regular contact with:   * PHS Chief Executive and members of the senior leadership team in Public Health Scotland. * NSS Finance Director, members of Finance Senior Management Team and Finance Operational Management Group who are responsible for all operational areas within Finance. * Finance teams * Directorate Directors * Line Managers and Staff * Budget holders   Regular contact with senior managers, providing advice and guidance, or facilitating the provision of expert advice and guidance that contributes to strategic planning, financial discussions, and management of strategic financial issues.  Post holder will be expected to regularly participate in the PHS Senior Leadership Team, the Finance, Audit and Risk Committee and the Board. There will be a requirement to attend working groups and other Committees on an ad-hoc basis.  **External**  Scottish Government Finance representatives and Policy leads  Finance Directors/Deputies in other NHS Boards  Internal and External Auditors  HMRC  COSLA |
| **9. MOST CHALLENGING PART OF THE JOB** |
| The postholder will be expected to provide challenge at the most senior levels of Public Health Scotland up to and including the Chief Executive, and express new /alternative options and solutions, which at times will be unpopular. A key aspect of the role is to influence management thinking and decision making to deliver financial solutions which will improve service delivery and meet the strategic objectives of Public Health Scotland.  The post holder is required to work across a wide range of Finance Services without holding a direct line management responsibly by identifying, influencing, and negotiating relevant Finance resources/staff required to complete critical work. Because the post holder has no direct line management responsibility they are required to possess influencing and negotiating skills of the highest level to successfully deliver business critical work. This involves the post holder commissioning, directing, and influencing projects and pieces of work which are of critical value to Public Health Scotland – but again without direct line management responsibility. |
| **10. Systems** |
| The position requires the use of a PC and the Microsoft 365 suite of products including TEAMs, Outlook, Excel, Word, Powerpoint for communications, drafting regular reports, associated papers, correspondence, compiling spreadsheets, drafting Powerpoint presentations, accessing internet, Visio / Process mapping, resource management tools and dashboard performance management tools for service delivery management and controls. They will also be interrogating financial information from several different financial and workforce systems including:   * eFinancials * eAnalyser * Collaborative Planning * Blackline * ServiceNow * Turas * eESS * Crown * SSTS   Other corporate governance and reporting systems to manage risk, report incidents and support performance management arrangements. |
| **11. WORKING ENVIRONMENT AND EFFORT** |
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| **Physical Effort** |
| * The position requires some time spent sitting at a desk – using PC or telephone – or attending in meetings - talking, listening, and writing. * Position requires post holder to be able to present for periods of time at meetings and in delivery of training and/or workshops. * Occasionally they will require to travel throughout Scotland for local and national meetings and take with them light equipment such as briefcases/laptops, and any associated paperwork |
| **Mental Effort** |
| * Required to participate in meetings which can last for several hours and require post holder to be focused on the subject matter throughout. * Required to spend time frequently concentrating on reading, assimilating, and analysing information to prepare reports or proposals for the Senior Leadership Team in Public Health Scotland. These will require thought and deliberation to ensure that the report or proposal is pitched at the right level, fully addresses the issues that require be resolving and/or addressing. * Required to chair meetings, presenting complex financial information to a diverse range of people including those with no or a limited financial background. Concentration is required to ensure that messages are clear, adjusted to ensure understanding by the audience. * Required to assimilate and deal with complex issues which require analytical and problem-solving abilities. These issues can be spontaneous/ ad hoc in nature requiring the post holder to “think on their feet” and there can at times be frequent interruptions for advice or queries. |
| **Emotional Effort** |
| * The post holder may be exposed to confrontational and contentious situations where they must remain calm, listen carefully and exercise facilitative and conciliatory skills eg in presenting reports or proposals at meetings that may not be well received, * The work can be emotionally demanding requiring the resolution of conflicts within groups and the consequent pressures this puts on the jobholder. * Supporting conflict resolution as part of their integrated role which involves a range of stakeholders. |
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| **12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT** |
| **Working Environment**  Hybrid working allows working from home in line with business requirements.  Some travel to various locations across Scotland is required. On occasion, this may require time away from home.  There is a requirement to use VDU equipment daily and standard office equipment. |
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| **13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST** |
| **Qualifications**   * Graduated Masters Degree Level (or equivalent) * Qualified Accountant with membership of one of the six bodies recognised by the Consultative Committee of Accounting Bodies (CCAB) * Evidence of Continued Professional Development undertaken since qualification.   **Experience**  The postholder will have considerable post-qualifying experience that covers all aspects of finance service delivery within a complex organisation, including experience in a Senior Finance Manager role, involving significant budgetary responsibility.  The postholder will demonstrate extensive / in-depth experience in:   * operating at a strategic and corporate level in a rapidly changing environment * establishing and maintaining a high level of credibility with key internal and external stakeholders and customers including Directors and Senior Managers. * presenting complex technical information to large groups of non-finance professionals and multi-disciplinary teams   **Knowledge**  The postholder will be an expert in the delivery of a quality finance service demonstrated by a broad range of practical experience in the provision of a modern financial management service. In addition, the postholder will have   * Expert knowledge of financial accounting procedures, standards and legislation * Extensive knowledge and understanding of national policy for health and the impact on financial planning and control.   **Skills**  The postholder will demonstrate:   * Highly effective leadership and management skills * Excellent interpersonal, communication and presentation skills * Be highly analytical * Demonstrable ability to influence and persuade * Ability to manage complex and conflicting issues effectively * Ability to robustly challenge traditional ways of thinking and inspire new approaches * Highly effective organisational skills to ensure competing priorities are achieved to agreed timescales * Excellent report writing skills * Highly motivated with drive, enthusiasm and commitment |
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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. |
| Job Holder’s Signature |  | Date | |  |  |
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| Head of Department |  |  | |  |  |
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| Signature |  | Date | |  |  |
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| HR Department will check job description format and content and then send the job description to the AfC Team |
| HR Representative’s Signature |  |  | |
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| Date Job Description Agreed: |  |  | |
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