



OUR PURPOSE

To be a collaborative, innovative and inclusive learning organisation that provides high quality education, training, workforce development, workforce data and technology for Scotland's health and social care workforce.



OUR VISION

Supporting better rights-based quality care and outcomes for every person in Scotland through a skilled, capable and resilient health and social care workforce.

Head of Finance Business Partnering (Principal Lead)

Finance & Procurement Directorate

NHS Education for Scotland (NES)

2023

Location: Flexible Location
Grade: Agenda for Change Band 8b
Salary: Band 8b (£67,285 - £71,978 per annum)
Job Status: Full Time, 37.5 hours per week
Duration: Permanent

NHS Education for Scotland is committed to creating a diverse and inclusive environment for all employees and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.

Candidate Brief

About the Directorate

NHS Education for Scotland (NES) plays a critical role in supporting the health and social care sector to have the right people, in the right place at the right time through education, training and workforce development. People are the lifeblood of the NHS and social care; NES is right at the heart of ensuring a future supply. We're also central to delivering digital solutions which enable improvement in service to Scottish citizens and support our workforce to deliver it. Our organisation is full of talented, committed, specialists across health and care disciplines, backed up by excellent support functions. We are highly collegiate, innovative and delivery focussed.

Finance & Procurement Directorate

The Finance and Procurement Directorate is led by the Director of Finance, supported by a Deputy, and each of the departments is led by a Head of Service.

The **Finance Department** is responsible for:

- Providing expert financial advice, technical guidance and pro-active decision support to the whole of NES
- Providing transactional processing and analytical services to the whole of NES
- Producing the Board's budgets and finance reports, business plans, Scottish Government returns, annual accounts and other statutory returns
- Liaising with Internal and External Audit, the Inland Revenue and Customs and Excise. It works closely with the Health Finance, Corporate Governance and Value Directorate within Scottish Government with regard to NES's current and future allocations and direction
- Leading on financial management issues across the organisation, playing an important role in corporate governance
- Ensuring a strong and effective internal control environment
- Ensuring the finance systems/procedures meet all statutory requirements and support business needs

These responsibilities are shared across the 3 sections of the Finance team which are Finance Business Partnering; Governance & Operational Finance; and Management Information, Systems & Analysis.

This role will lead the **Finance Business Partnering team** which has a focus on:

- Providing future focussed decision support, technical financial advice and reports to budget holders to enable them to effectively manage income and expenditure for their area of responsibility and be confident that they are fully complying with relevant accounting standards and legislation
- Using financial and operational management information to review and assess business performance
- Building the relationships to effectively influence and challenge Business Decisions, Strategy and Outcomes
- Working with Senior management/budget holders within NES to deliver efficiency savings and improved standards in the way NES operates
- Producing the Board's budgets, finance reports and business plans
- Developing appropriate budgetary systems for NES
- Preparing 3 year financial plans, evaluating all assumptions and associated risks

About the Role

This senior leadership role will report to the Deputy Director of Finance and work closely with the Director of Finance & Procurement to contribute to the development and delivery of the NES Strategic Framework and operational plans; and to the development and implementation of financial strategies to support the delivery of these plans.

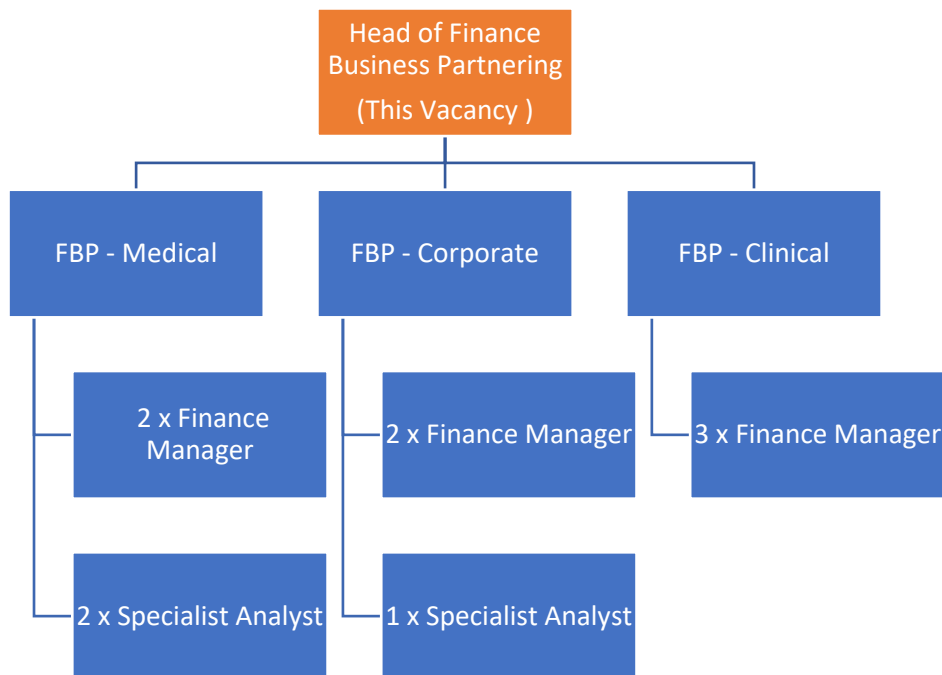
This is an excellent opportunity for an individual who is keen to have an impact on the future development of the Finance function, willing to support the development and adoption of improved processes and new ways of working across the organisation.

A CCAB qualified accountant, the post holder will be an effective leader with expert knowledge of and experience in providing strategic financial advice and the application of management accounting techniques to support business decision making.

Key tasks will include but will not be limited to:

- Engage with a wider range of stakeholders to ensure there is appropriate integration between the operational plans designed to deliver against the NES Strategic Framework and the NES financial 3 to 5 year plan
- Ensure the effective monitoring and management of NES's financial position through the production of monthly management reports inclusive of comprehensive variance analysis and accurate financial forecasting; in an accessible and meaningful format for Directorates, Executive Team and the NES Board
- Ensure appropriate, future focused decision support is provided to directorates enabling the achievement of their required outcomes

- Lead the team of 3 Finance Business Partners, 7 Finance Managers and 3 analysts through professional and personal development to deliver a high-quality financial service to our Directorates and Board
- Collaborate with senior leaders across the organisation to continuously improve services and provide corporate oversight
- Ensure that risks within their area of responsibility, whether to achievement of business objectives, regularity, propriety, or value for money, are identified, that their significance is assessed and that systems appropriate to the risks are in place to manage them
- Develop financial strategies for the commercialisation of NES products and services in accordance with public governance standards
- Deputise for the Deputy Director of Finance when required



Applying for the role

Complete the Assessment section of the online application form by referring to the Person Specification and NES Leadership Behaviours below**.

- Complete Question 1 ('Why do you think you are suitable for this role?') by explaining how you meet the criteria in the Person Specification.
- Complete Question 2 ('Why do you want to work for the NHS?') by showing how your own values are aligned with each of the five NES Leadership Behaviours**.

Person Specification

Essential Criteria

These attributes are required for the role. Applicants who do not demonstrate the essential requirements in their application will normally not be considered.

Desirable Criteria

These attributes would be useful for the role. When shortlisting candidates, these criteria will be considered when more than one applicant meets the essential criteria.

Factor	Essential	Desirable
Education and professional qualifications	<ul style="list-style-type: none">• CCAB Accountancy qualification (or recognised international equivalent)	<ul style="list-style-type: none">• Degree level qualification with in-depth experience and postgraduate or post registration study, such as that obtained through a master's degree within a finance environment or• SCQF Level 11 equivalence obtained via Professional Development Awards; Graduate or Professional Apprenticeships; and SVQs within a finance environment
Experience	<ul style="list-style-type: none">• Qualified accountant with post-qualification experience in a senior leadership role managing a business partnering service• Significant leadership experience in the provision of a comprehensive management accounting and decision support service• Proven track record in providing technical financial advice at a corporate level to enable the organisation's budget to be managed effectively and in line with all relevant accounting standards and legislation• Proven influencing and negotiation skills with experience of bringing together competing demands and requirements and generating consensus around priorities	<ul style="list-style-type: none">• Extensive leadership experience with a clear track record of managing high functioning teams who provide services across multi-disciplinary teams• Experience in writing complex reports and proposals for a diverse audience including instances whereby interpretation of related policies is required• Experience of working flexibly in complex/sensitive environments where the parameters of the job are not necessarily clearly defined

Factor	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of implementing effective operational risk management processes and pro-actively managing risk • Experience of communicating and influencing at senior level and of giving presentations at local/national levels • A track record of collaborative working and of sharing knowledge and information across teams within large organisations • Experience of working within a fast-paced multi-disciplinary environment • Ability to work both independently and as part of a team, whilst balancing a range of competing priorities and a broad portfolio of activities 	<ul style="list-style-type: none"> • Senior Finance experience within the health and/or social care environment
<p>Specific skills, knowledge, and training</p>	<ul style="list-style-type: none"> • In depth knowledge of international accounting standards, working knowledge of VAT, employee taxation and capital planning • Effective communicator knowing how to communicate a vision to team members and stakeholders, while also relaying complex financial information in language understandable by a diverse range of internal and external stakeholders (both verbally and in writing) • Strategic thinker, with an understanding of the long-term vision of the organisation and define approaches and plans that will achieve the vision whilst providing value and the best experience for customers and your team • Experienced people manager, establishing career pathways, developing workforce skills capabilities, managing performance, attraction, retention, and encouraging innovation • Strong understanding of GDPR and data protection, plus appreciation of the need for discretion and confidentiality in the workplace 	<ul style="list-style-type: none"> • The confidence and presence to operate at a senior level and to engage with the NES Board and senior staff across Scottish Government, territorial health boards, care sector and other public sector organisations • A sound knowledge and understanding of the wider combined health and social care system • Familiarity with NHS Finance processes and systems • Knowledge and understanding of NHS Finance policies

Factor	Essential	Desirable
	<ul style="list-style-type: none"> • Advanced practitioner in MS Excel and information management. Strong working knowledge of other standard Microsoft packages (e.g Word PowerPoint; Outlook) as well as confidence using MS Teams and SharePoint • Ability to meet the travel requirements of the post • Values driven leadership approach to practice, aligned with core NHS & NES values** 	

NES Leadership Behaviours**

The five NES Leadership Behaviours describe how we work at NES, and how we want colleagues to behave, whatever their role:

Inspiring

- Passionate about our purpose and about excellence
- Communicating with enthusiasm
- Innovative and learning from success as well as setbacks

Empowering

- Giving our colleagues space and authority to deliver outcomes
- Investing in learning and development
- Being approachable and open to constructive challenge

Adaptive

- Responding flexibly to changing requirements and helping others to do the same
- Recognising that required expertise may not always sit at the top of the hierarchy
- Actively encourage innovative ideas/input from all levels

Collaborative

- Committed to working together and across professional, clinical, and organisational boundaries internally and externally to achieve our objectives
- Sharing knowledge and skill for the benefit of the organisation as a whole
- Seeking feedback from colleagues to ensure quality

Engaged and Engaging

- Committed to our values, agreed ways of working and our strategic and operational direction
- Visible to our stakeholders and to our teams
- Straightforward and honest in our communications