

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Business Analyst – Surgery &amp; Medicine</b>
<b>GRADE:</b>	<b>Band 8B</b>
<b>ACCOUNTABLE TO:</b>	<b>Director of Finance and Information</b>
<b>RESPONSIBLE TO:</b>	<b>Deputy Director of Finance</b>

### Job Profile

Provide financial leadership for the identified services that form the Directorate, ensuring effective use of the Directorate's financial resources in pursuit of agreed Directorate and Corporate goals.

Take full responsibility for providing comprehensive financial management and support service to the Directorate, providing a full range of advice to the Clinical Director, Operations Director and other Directorate Managers on Directorate, Specialty and Cost Centre budgets.

Contribute specialist technical accounting and business knowledge, strong analytical skills, and effectively communicate complex finance issues to non-finance people.

Constructively and positively challenge all aspects of Directorate performance

To be accountable to the Director of Finance and Information for the Directorate's adherence to statutory accounting requirements, DH and Monitor accounting standards and Trust policies for internal control, corporate governance and reporting requirements.

### Key Responsibilities and Duties

#### Finance

1. To provide financial information, advice and support to the Directorate, meeting regularly with members of the management team to ensure that the financial position of the Directorate and the Trust is understood and that any potential financial problems are identified early enough for corrective action to be taken. The post holder must be capable of influencing the team to ensure achievement of the Trust's and Directorate's financial objectives.
2. To provide the Deputy Director of Finance with the relevant information so that assurance can be gained that all relevant financial risks within the Directorate are reported
3. To have overall responsibility for all aspects of financial management within the Directorate in conjunction with the General Manager, including monitoring of performance and providing advice on corrective action as necessary.
4. To have overall responsibility for reporting the financial performance rating for the Directorate including self-assessment for financial governance ratings

5. To have overall responsibility for the Directorate financial forecast and the 3 year financial plan
6. Responsible for the development and implementation of processes to allow recharging to other front-line Directorates supported by service agreements. This will involve setting up a financial policy of recharging and adapting the best processes to enable the recharge on a monthly basis.
7. To advise the Directorate team on any government policy or legislative changes that may affect their devolved income giving advice on how to counter any possible adverse effect. Also to advise on any legislation that may result in higher costs or savings for the Trust.
8. To design appropriate Key Performance Indicators with the Deputy Director of Finance, General Managers and other managers to be able to report to the Trust on key performances including finance.
9. Using Service Line Reporting to engage clinicians and other Directorate staff and developing efficient and high quality clinical services. This will involve taking the lead role in the Directorate to ensure the principles of Service Line Management are embedded within the Directorate and developing and maintaining strategies and operational processes which support effective financial governance and management.
10. To ensure financial implications for service change within the Directorate are evaluated through the approved business case process and benefits are delivered.
11. To have overall responsibility for the development and maintenance of the 3 year Directorate Cost Improvement Plan
12. To develop activity assumptions to develop NHS contract income forecasts working closely with the Financial Planning team.
13. To provide management reports and analysis to support the consolidation of the Trust's financial reports within deadlines
14. To ensure that Directorate managers are fully supported to access reporting tools to review Financial Management and Service Line Reports
15. To maintain apportionment and allocation methods for Service Line Reporting and internal recharging of indirect costs and overheads
16. To provide leadership and overall responsibility in Directorates for ensuring best value Procurement, analysis of Procurement data and development of the Procurement work plan working closely with the Procurement team
17. To increase the financial capability of Directorate management teams through the provision of financial awareness training and continuous support for budget managers and service leads
18. To provide input as required to the Trust's statutory financial reports.
19. To ensure that the Trust's standing financial instructions and codes of procedures are adhered to at all times.

## **Clinical Engagement**

1. To ensure that Clinicians within the Directorate are fully involved in all aspects of financial management
2. The post-holder will ensure that staff are fully engaged in the process of change management, and in particular, that Clinicians are fully involved at the forefront of service improvement projects.
3. To ensure that mechanisms are in place to discuss service improvement initiatives with Clinicians and to monitor the effectiveness of actions taken as a result of such discussions.
4. To ensure that information is made available to Clinicians to enable them to play an active part in the development of Directorate services.

## **Directorate Operational Management**

1. To take collective responsibility with the Directorate Management team for delivering the financial performance and governance ratings for the current financial year
2. To take collective responsibility with the Directorate Management team for developing a maintaining a robust and viable 3 year financial plan
3. To ensure that the Trust's standing financial instructions are adhered to within the Directorate
4. To ensure that the Directorate complies with Procurement processes
5. To take collective ownership with the Directorate Management team in ensuring that service developments are made in accordance with delegated approval limits and within the Directorate 3 year plan
6. To represent the General Manager in various internal and external meetings and seminars as and when required.

## **Strategy & Planning**

1. To influence strategic planning and provide challenge to the Directorate management team. The post holder will communicate highly sensitive, complex and contentious information and will need to influence the team to ensure that services are planned in line with the strategic direction of the Trust. Highly developed communication skills and political awareness are necessary to the successful functioning of this role.
2. To take overall responsibility for financial planning within the overall Directorate business plan and compliance with the business case process
3. To support the Directorate Management team in developing and maintaining a marketing strategy for services aimed at maximising income to the Directorate
4. To support the Trust when required in all discussions and commercial arrangements with the Trust's commissioners.
5. To ensure that benchmarking and networking opportunities and are maximised to promote best practice within the Directorate.

### **Other responsibilities**

1. Ensure the Directorate Finance team delivers a service which meets the priorities and service requirements of the directorate.
2. To develop the training and knowledge of managers throughout the directorate in the Trust's Standing Financial Instructions and core financial and budgetary procedures.
3. To ensure effective communication throughout the Directorate on the relevant and key issues for finance and contracting.

### **Staff Management responsibilities**

No direct management responsibilities. However the post holder will have indirect management responsibility for Clinical Financial Analysts assigned to their Directorate who will assist with the provision of financial information to the Directorates and deputise for the Business Analyst where appropriate.

### **Performance Review**

Overall performance can be assessed annually as part of the Trust's Performance Review and Appraisal process. This job description is not intended to be exhaustive and is designed to reflect duties currently incorporated in this post. The duties and responsibilities of the post will be periodically reviewed by the Director of Finance and the post holder in the light of organisational development and service change in the Trust as a whole. Any change to the post will be discussed with the post holder prior to implementation.

## PERSON SPECIFICATION

**POST TITLE:** Business Analyst  
**GRADE:** Band 8B

FACTORS	ESSENTIAL	DESIRABLE
<b>1. Physical Requirements</b>	Occupational Health Clearance for role specified.	
<b>2. Education/ Qualifications</b>	CCAB qualified (Consultative Committee of Accountancy Bodies)	Graduate
<b>3. Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience in financial management</li> <li>• Staff management or supervision</li> </ul>	<ul style="list-style-type: none"> <li>• NHS acute teaching sector</li> </ul>
<b>4. Skills, Knowledge, Abilities</b>	<ul style="list-style-type: none"> <li>• Evidence of achievement at a senior level</li> <li>• Ability to work in a multi-disciplinary environment</li> <li>• Evidence of leadership and motivational skills</li> <li>• Ability to handle complex budget holding and manage change</li> <li>• Good interpersonal and communication skills</li> <li>• Good problem solving ability</li> <li>• Highly numerate and analytical</li> <li>• Good verbal reasoning</li> <li>• Good report writing skills</li> <li>• Highly experienced user of Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced user of Oracle Financial Systems and related applications</li> <li>• Knowledge of Patient Administration Systems</li> <li>• Experienced User of Reporting Systems (e.g. Business Objects, Crystal Reports, Qlikview)</li> </ul>
<b>5. Attitudes/ Aptitudes personal characteristics</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to Continuing Professional Development</li> <li>• Self confidence and ability to deal with operational managers, clinicians and colleagues at a senior level</li> <li>• Able to work under pressure and to plan and prioritise workload effectively.</li> </ul>	
<b>6. Other Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of equal opportunities</li> </ul>	