

PARTNERSHIP FINANCE MANAGER

Reference No.	A4661	Type	Individual
Service	Health & Social Care Partnership		
Job Family	Service Manager 1	Grade	FC 11

Purpose

To fulfil a Service Management and leadership role across Fife Health and Social Care Partnership reflecting good practice and regulatory standards for Finance, Management and Leadership.

To develop the Medium Term financial strategy that aligns with the strategic priorities within the Fife Health and Social Care Partnership Strategic Plan.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Supporting the Chief Finance Officer in the development of the Integration Joint Board's medium term financial strategy and annual revenue budget.

Ensuring the financial management support to the partnership provided by Fife Council and NHS Fife is coordinated to provide financial management information that is both relevant and timely.

Preparing regular integrated revenue income and expenditure monitoring reports with suitable variance analysis for the Integration Joint Board.

Providing the Chief Officer and Chief Finance Officer with reports for consideration by the Integration Joint Board and Finance and Performance Committee.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Graduate calibre with supporting CCAB qualification

✓

Experience of working in health and/or social care in a financial management role.

✓

Experience of managing customer relationships at a senior level to ensure financial management support is informed and adds value

✓

Proven post qualifying experience in provision of financial management services

✓

Excellent verbal/written communication skills

✓

Ability to work under pressure

✓

Ability to meet deadlines

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Overseeing and managing the preparation of Fife Integration Joint Boards Revenue Budget and the Annual Accounts process, including the co-ordination of required information from NHS Fife and Fife Council as part of their annual accounts processes.</p> <p>Ensuring the timeous completion of external and internal financial returns, including grant claims. Thereafter monitor prompt receipt of grant monies.</p>	<p>Effective IT skills, including use of financial systems and Excel</p> <p>Analytical skills</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Working with the Chief Finance Officer, members of the Integration Joint Board and Finance and Performance Committee to develop the range of financial reports necessary to ensure the appropriate financial governance of the relevant groups.</p>	<p>Consultancy and facilitation skills</p> <p>Report writing skills</p> <p>Presentation skills</p> <p>Ability to represent the Service at various government and national sector organisation events</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Working with service area leads to ensure there are robust financial frameworks for any areas of transformation.</p>			
<p>Working with and influencing the delegated finance support staff within the Health and Social Care Partnership including the provision of appropriate supervision and support.</p> <p>Assisting the service 's finance staff and finance support staff provided by Fife Council and NHS Fife in their development and understanding of accounting and financial management skills required to support integrated health and social care services.</p>	<p>Experience of managing a team and motivating others, including supporting staff development</p>	<p>✓</p>	
<p>Contributing to the wider development of the HSCP as a member of the Executive and extended Leadership Team across Business Enabling Services.</p>	<p>Experience of working as part of a senior management team or extended management team</p>	<p>✓</p>	
<p>Working with Board Members/MSPs, MPs to respond to queries, support policy development and improve the customer experience or reputation of the HSCP.</p>	<p>Political awareness and ability to demonstrate experience of working with at Board Level</p>		<p>✓</p>

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Liaising with Internal Audit in relation to the development and implementation of the HSCP Annual Internal Audit Plan. Establish and develop working and professional relationships and an understanding of service needs with service leads across the range of services provided by Fife HSCP.	Experience of Partnership working	✓	
Contributing to and representing the HSCP on relevant national, public and private sector bodies to develop and share policy and standards. E.g. COSLA, Scottish Government, and other professional bodies.	Experience of actively working in the national arena and sharing best practice with other authorities and organisations	✓	
Leading or contributing to relevant programmes and projects in the development of the service and partnership working.	Experience of contributing to change outside of immediate area of responsibility	✓	
Working closely and collaborating with colleagues in other Partner bodies to prioritise activity.	Customer Service Skills	✓	
Deputising for the Chief Finance Officer, as appropriate, including attendance at Integration Joint Board, Finance and Performance Committee, Audit and Risk Committee, Chief Finance Officer meetings etc.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more</p>