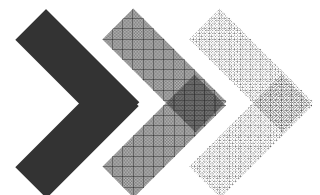




Appointment of Director of Finance

Liverpool **NHS**
Primary Care Trust

Provider Services





Welcome Letter

Thank you for expressing an interest in working for Liverpool Provider Services. This pack has been prepared to give you a brief insight into working for the organisation and also a flavour of working and living in the city of Liverpool and its surrounding area. Provider Services is an innovative and vibrant organisation that has strong external relationships and determination to achieve its vision of excellence in community and primary healthcare service delivery.

The strengths of our organisation lie in the commitment and ambition of staff, focused on delivering the best quality care for all patients, underpinned by all of the corporate strategies. You will be joining us at a crucial time in our development as we continue our journey to towards Community Foundation Trust. Achieving this goal will enable us to operate more commercially whilst developing new and innovative community based care that can radically improve the health and well being our local people.

Over the next twelve months you will be involved in working as the trusted advisor to myself, and the board, leading and managing the development and successful delivery of our business and financial strategies. You will be part of an experienced and dedicated team of six directors and be expected to contribute on all matters relating to the business. As director of finance, you will have a broad remit that goes beyond financial stewardship and governance, taking the lead on contract negotiations and performance management. This area of your work will extend the range of external stakeholders and potential clients you will manage relationships with, including our main commissioner, NHS Liverpool. You will report in both statutory and professional terms to the Director of Finance & Business Management of Liverpool PCT.

Included in the accompanying information is a detailed job and person specification, should you require any additional information or wish to discuss how you could progress your career in this position, please contact our retained recruitment advisor Simon Potts on 01925 654312.

I look forward to receiving your application in due course.

Yours truly

Bernie Cuthell
Managing Director



What we do

The national policy for strengthening commissioning and securing the best provision of services outlined in 'Commissioning a Patient lead NHS is still ongoing. This presented Liverpool PCT with the opportunity to develop Provider Services as an autonomous entity.

Liverpool Provider Services has functioned independently from the commissioning side of Liverpool PCT and operated an autonomous period of operation (APrO) since June 2008.

Liverpool Provider Services employs over 2300 staff (1936 whole time equivalents) and has an annual budget of approximately £90 million. It delivers a wide range of services from a variety of settings. A number of these services are provided out-of-hours, including the in-patient intermediate care at Kent Lodge, Emergency Response Team and the District Nursing Services which all operate 24 hours, seven days a week.

Provider Services delivers services across a wide spectrum of community services including District Nursing, Children's services, Dental, Specialist Nursing, Sexual Health and Therapies..

Where do we provide our services?

Liverpool Primary Care Trust provides and commissions services for almost 482,000 people, of which around 10% are residents from neighbouring local authorities.

Mission Statement

For Patients. For Communities. For Better Health.

Vision

We will excel in the delivery of health care, treatment and advice to people in their homes and communities.

By providing high quality care that is responsive to patients needs, delivered by a skilled, competent and innovative workforce. To increase our market share as a recognised Gold Standard provider that reduces health inequalities and ill health.

Values

Care, Community, Collaboration, Commitment Courage.

Strategic Objectives

- To provide **high quality**, cost effective patient care that is valued by patients, carers, commissioners, partners and the wider population
- To understand and **respond to the needs** and requirements of communities and key partners by developing effective collaborative relationships in order to deliver the right services
- To attract and retain a **high quality diverse workforce** with the right skills and competencies to maintain the organisation's success
- To **increase our market share** by being the provider of choice for both established community and primary based health services and developing innovative and specialist community services



- To operate at the highest level of governance and compliance to **deliver Gold Standard Care**
- To support commissioners in **reducing health inequalities and improving health** by developing as a public health organisation
- To **release the potential**, talent and innovation of staff to deliver high quality personalised care funds, improve the environment and health and wellbeing of staff local economy and act as a **good corporate citizen** to make the best use of public and the population
- To play a full and active part in the funds, improve the environment and health and wellbeing of staff local economy and act as a **good corporate citizen** to make the best use of public and the population

Workforce

We recognise the crucial importance of workforce to our future success and the successful regeneration of Liverpool. Provider Services will use its position and influence to provide strategic leadership across the Liverpool Health Economy, working with providers and others to support actively and shape the development of the local workforce,

Equality and Diversity

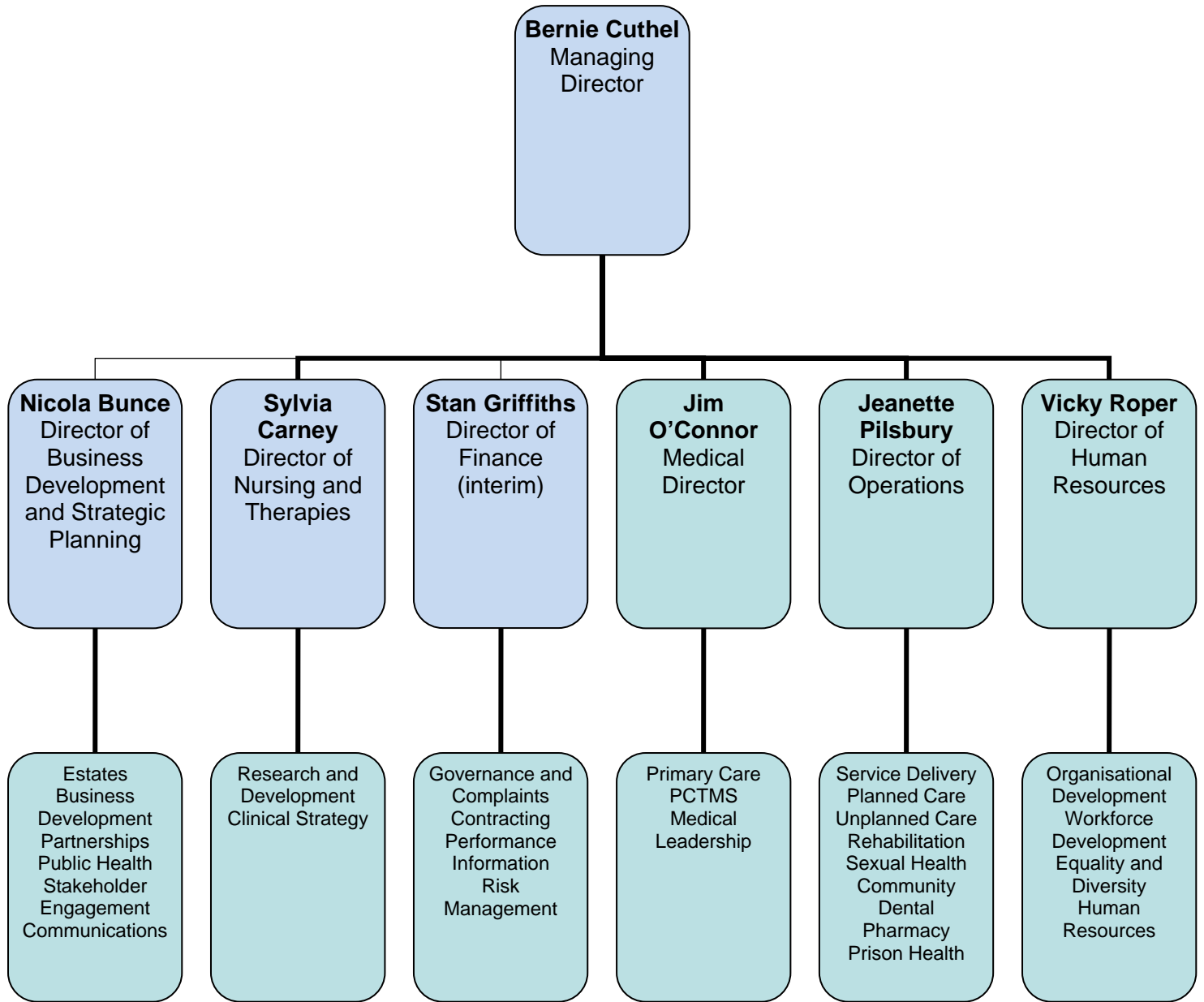
Equality and Diversity for Liverpool Provider Services is about promoting health equalities for all groups and communities in the city by identifying and overcoming barriers to access and inclusion across the range of health services and practices. For our communities, this means a service that is fair, flexible, engaged and responsive to cultural, physical or social difference. For our staff, this means fair and equal access to employment opportunities and the fostering of a respectful working environment. Investing in the NHS workforce allows us to deliver a better service and improve patient care in the NHS. Equality is about creating a fairer society in which everyone has the opportunity to fulfil their potential and diversity is about recognising and valuing difference in its broadest sense.

Our vision is to be a champion and leader in promoting diversity, managing diversity and challenging discrimination. Diversity implies that we acknowledge people's differences whether they are visible or non-visible and attempt to promote the differences in a positive way. We have adopted a social model of disability, which is preferred by disabled people.

Liverpool Provider Services has signed up to the following employment accreditations; Age Positive, Mindful Employer, Stonewall, and Two Ticks (Positive about Disabled People). More information on this can be found on our website.



Organisation Chart





A career with us

There has never been a better time to consider living and working in Cheshire and Merseyside. The region supports 33 organisations and with services being modernised and expanded there are many career opportunities available to you if you have specialist healthcare skills and experience.

Pay and conditions

As NHS employers, organisations within the region offer:

- A minimum 5 weeks annual leave increasing with length of service,
- Paid sick leave
- Occupational Health and Counselling Services
- A range of other employment benefits, such as flexible careers, flexible retirement, training and development opportunities, staff discounts, childcare and carer support.

Healthcare

Healthcare for you and your family is available through the local NHS services including GP surgeries, dentists, pharmacists, opticians and hospitals. For more information visit www.nhs.uk

Working for Us

The Trust is committed to improving the working lives of its staff and strives to provide a supportive, family-friendly working environment. The trust also offers a wide range of services such as support and advice around maternity, paternity and adoption leave, accessing and paying for childcare, carers' rights, staff benefits and general information and support around achieving a work-life balance. For further information please contact the Working Families Advisory Service on 0151 285 4680.

Facilities

- Staff Support Networks (BME, Lesbian, Gay, Bisexual and Transgender, Disabled Staff)
- FADE Library Service
- Showers
- Staff Lottery

Cycle to Work

The trust has introduced a salary sacrifice scheme for the purchase of cycles for staff. This supports the government initiative of encouraging staff to cycle to work. Salary sacrifice will enable staff to purchase cycles and cycle safety equipment through their salary without paying income tax or national insurance. For further information on how to join the scheme, please contact the Working Families Advisory Service 0151 285 4680.

Childcare Vouchers

Childcare vouchers are exempt from tax and National Insurance (NI) up to the value of £243 per month. They are a mechanism to supporting parents/carers to pay for childcare costs. The exact amount you can save depend on how much tax and NI you currently pay- it may be possible for you to save up to £904 per year if you are a basic tax payer and up to £1,195 per year if you are a higher rate pay tax payer. For further information and details on how to join the scheme, please contact Working Families Advisory Service 0151 285-4680.

The NHS Pension Scheme

All employees, regardless of whether they are full ore part-time, are eligible to join the NHS Pension Scheme. The main provisions of the scheme are outlined in the explanatory leaflet



provided by the Pensions Agency. For further information on pensions, please visit www.nhspa.gov.uk

Occupational Health Services

The Occupational Health Department provides a health and welfare service for all Provider Services Staff.

Staff Counselling Service

Provider Services also seeks to ensure that staff are supported during their employment within the Trust. The Staff Counselling Service is a free, confidential and available to all staff. It gives staff a chance to talk to a trained Counsellor about personal issues, problems at home or work.

Flexible working options

There are a variety of flexible working options available depending on the needs of the service that you work within and individual needs, please refer to the flexible working policy for further guidance, please visit www.liverpoolhrservices.nhs.uk

Volunteering in the NHS

Volunteering offers a range of opportunities for personal development such as encouraging leadership, drive, determination, and communication skills. The NHS as a leading public sector employer recognises and supports this scheme.

Further information on flexible working options can be found on the NHS careers website www.nhscareers.nhs.uk

Training and professional development

The Learning and Development Bureau is committed to providing high earning solutions, and opportunities to support the development of the Primary Care workforce of Liverpool; in the achievement of knowledge, skills and competencies to deliver the Governments vision outlined in the NHS plan (2000). Our aim is to promote "life-long learning" and our motivation is to become an effective learning organisation that provides Information, Advice and Guidance to enable staff to deliver excellence in primary care.

The NHS is totally committed to lifelong learning and continuous professional development (CPD) for its entire staff. There are a variety of definitions of CPD across the professions but it is usually taken to mean learning activities, which update existing skills. CPD requirements are identified on the basis of the needs of individuals, within the context of the needs of the organisation and patients.

In the NHS, CPD is determined through appraisal with a personal development plan agreed between an individual and their manager, with the commitment of the necessary time and resources. A key development in ensuring that health professionals maintain their competence is the move among the regulatory bodies to develop CPD strategies for the revalidation or re-certification of their members.

Knowledge and Skills Framework (KSF)

All roles within the NHS will go through the Knowledge and Skills Framework process which is designed to:

- Identify the knowledge and skills that individuals need to apply in their post
- Help guide the development of individuals
- Provide a fair and objective framework on which to base the review and development of all staff



- Provide the basis of pay progression in the service

Appraisals

All staff undergo annual appraisals in the NHS. The national appraisal scheme is designed for staff to set up constructive communication with their line managers to reflect on their work and identify their development needs, resulting in the production of a Personal Development Plan (PDP).

Also, the NHS Knowledge and Skills Framework (KSF) process is used in development reviews with managers working with individual members of staff to plan their training and development needs and review their work.

For doctors and GPs, the appraisal process provides a structured system for recording progress towards the revalidation process. For General Medical Council revalidation, a consultant on the medical register must complete an appraisal.

Induction and adaptation

All new NHS recruits will undertake a comprehensive induction course to help them prepare for their new roles. Induction programmes will provide information about the NHS as a whole, as well as about the specific employing Trust, and will help new employees gain an understanding of their role within the wider healthcare structure.

Healthcare professionals such as occupational therapists and physiotherapists that have been recruited from overseas will also undertake a period of adaptation to prepare them for their new roles.

Adaptation is required by statute. It will include protected learning time and, where appropriate, a period of supervised practice for between 3-9 months depending on qualifications and experience.

Nurses recruited from the EEA do not need to undertake adaptation but need to follow a comprehensive induction programme developed by the employing organisation.

For applicants from outside the European Economic Area (EEA), proficiency in English language needs to be demonstrated via one of the recognised English language testing systems such as IELTS www.ielts.org

Relocation

Should you wish to consider a new career working in Liverpool, your new employer may pay for elements of your relocation costs or personal effects and may offer practical support with finding you accommodation.

If you are joining the NHS from outside the UK, your employer will help to make the transition as smooth and stress-free as possible. All employers offer a wide range of support mechanisms to assist with relocation. This is not only in financial terms but practical help too. It is important to discuss these terms at your interview.



Living and working in Cheshire and Merseyside

This section will give you just a taste of what to expect from living and working in the Cheshire and Merseyside region. As well as dealing with all the practical issues, it will also give you a flavour of the vibrant experiences and benefits on offer in this unique destination. Unlike some parts of the UK, you will find the pace of life here is laid back and relaxed. The region is famous for its friendliness and there is nothing the locals prefer more than having a good chat about sports, holidays and families.

With opportunity and variety on your doorstep, this region mirrors the UK as a whole. It is a mix of highly populated cities and historical towns surrounded by large areas of natural beauty and rambling countryside. The Mersey Waterfront Regional Park stretches for approximately 135 km along the Merseyside coast, taking in the elegant Victorian promenade of Southport, the stunning natural beauty of Wirral and the Wirral Way. It also features the Albert Dock, as well as the beaches and dunes of Formby, the stunning Antony Gormley statues at Crosby, a clutch of world famous golf courses and countless internationally important nature reserves. This unique and diverse waterfront is the setting for world class architecture, breathtaking views and the arena for a wide range of sports.

Liverpool

The city of Liverpool is rich in history and variety. The surrounding areas are also full of exciting attractions and points of interest. Liverpool is an old established port city, which has in recent years experienced major revitalisation. The city is now a cosmopolitan and vibrant centre for industry, commerce and the arts and celebrated being named as the European Capital of Culture 2008. Historically the city has been a centre for sports and art - Liverpool's concert halls, museums and art collections are nationally acclaimed. The city is also alive with a huge variety of independent theatre groups, musicians, artists and is, of course, famous as the home of the Beatles. Liverpool is one of the United Kingdom's fastest growing cities. Its economy has been growing faster in recent years than other English Core Cities (other than Greater Manchester South) and inner London. This growth has also been faster than that of the rest of Merseyside and the North West Region

The city's recent re-development of the docks and the inner city has also made Liverpool a centre for tourism, with millions of visitors coming to enjoy the city and surrounding area. The new Liverpool One shopping experience and the brand new 10,600 seat Echo Arena are evidence of Liverpool's renaissance and demonstrate in spectacular fashion how developers have managed to blend the old with the new, merging state-of-the-art facilities into the dock area which was built up on the 1700s. As evidence of the area's new dynamism, Liverpool city centre's population has more than tripled in the last 10 years and is forecast to double again in the next 5 years.

Family Matters: Your Partner/family members

Moving jobs can be stressful and so can the prospect of moving you family and loved ones too. If you are considering working at the Trust, the city of Liverpool offers plenty of working opportunities for people with a wide range of skills. Job centres and their online recruitment website www.jobcentreplus.gov.uk, have a wide range of vacancies to offer, as well as advice and guidance on job hunting. There are also many employment agencies that can help other family members find work.

Family Matters: Your children

Liverpool has excellent schools with modern facilities which will prepare them for a wide variety of careers. Children in the city are very active outside of school, and there is a whole



curriculum of activities to choose from on a weekday, evening or weekend. For information on local schools and colleges <http://schoolsfinder.direct.gov.uk/>

If you would like assistance looking for childcare or would like information on the childcare vouchers scheme, please contact the Working Families Advisory Service 0151 285-4680

Transport

The city boasts John Lennon Airport, Europe's fastest-growing regional airport and also Manchester International Airport is approx 40 minutes away. Liverpool has excellent links to both rail services, motorway networks and sea links help put Liverpool at the heart of the country. The region is without a doubt the best served by motorways, the M6 runs south to Birmingham and the Midlands, and north to the beautiful Lake District and onto picturesque Scotland. The M62 running east to west, will take you to the rugged countryside of Yorkshire and the growing metropolis of Leeds.

Entertainment

Liverpool has a growing reputation as the UK's film capital, with brand-new studios and a £40 million development fund. The £750 million Paradise Street Project is one of Europe's biggest city centre regeneration schemes which include apartments, offices and Liverpool One shopping Centre. Liverpool's stunning waterfront is a World Heritage site.

As well as its two premier league football teams, Liverpool is also home to first class county cricket and the Grand National has made Aintree Racecourse world famous. The city also has unrivalled facilities for participative sports at all levels.

Liverpool is also rightly famous for its two cathedrals, but it also houses three universities with a rich and varied academic community. The city can also offer a wide range of excellent schools both independent and state schools.

From the serene villages of Cheshire, to the vibrant city of Liverpool, whatever your preference, Cheshire and Merseyside has it all.

www.visitliverpool.com

www.liverpool.gov.uk

www.liverpool08.com

www.liverpooljohnlennonairport.com

www.chestercc.gov.uk/tourism

www.chestercathedral.org.uk

www.liverpoolpsda.co.uk

www.manchester.gov.uk

www.lake-district.gov.uk

www.yorkshire-dales.com

www.snowdonia.org.uk

www.visitlondon.com

<http://www.northwest.nhs.uk/>



Why Should You Apply For This Role?

Whether you are seeking to make your first move into a director position, or apply your board level experience in a different setting, you will enjoy a professionally & commercially challenging role where you can make a personal impact on the way Liverpool Provider Services raising awareness and standards in the delivery of community based health care.

As a member of the Provider Services board, you will provide invaluable advice and support to the organisation in making the transition on to achieving Community Foundation Trust status. Beginning with reviewing the strategic financial and business strategies, using your experience you will ensure that the plans, actions and performance measures are in place to ensure their corporate goals are achieved.

Reporting to the Managing Director, you will work as part of a multi disciplinary team providing advice from a financial aspect on all programmes the business is involved in, from marketing campaigns, re-designing care services and pathways to capital development programmes. The process of foundation trust application will be challenging and rigorous, you will be crucial to achieving this ambition, enabling the board to have a sound commercial picture of the organisation, alongside having robust controls and governance structures in place. You will report in both statutory and professional terms to the Director of Finance & Business Management of Liverpool PCT.

You need not necessarily come from a background within the NHS, though you will have a passion for improving and delivering excellence in public services and have a clear association with the vision and values of the NHS. If you are coming from the private sector, or looking for your first move into a board level position, you will become part of a network of finance professional from around the region, where you can access invaluable support from colleagues in other PCT's, Provider Services, Acute and Foundation Trusts.

You will inherit an established team of 25 staff and be responsible for ensuring the team develops highly effective information and reporting systems and controls that allow the organisation to have a clear picture of its financial position at any point. This will mean that your staff are highly visible and responsive to the needs of the business, taking a proactive and solutions based approach to meeting the challenges which lay ahead. You will also be involved in working with the board to identify new areas for business growth whilst ensuring the board on all risks and governance issues along with the associated financial and investment considerations.

The role has an external dimension too, you will take a leading role in all service contract negotiations, this will involve liaison with commissioners, partner organisation along with other public bodies. Naturally, you will play the leading role when interfacing with external professional advisors.

In summary, this a great career opportunity to make a visible difference and step change in primary care service delivery by raising performance standards and innovating new ways to deliver local care.

The attached job and person specification provides a more detailed insight to the responsibilities of this role and to discuss these in more detail please contact Simon Potts on 07770 786 933



How to Apply

To apply for this position please send:

- Your up to date current Curriculum Vitae, along with details of your current salary package
- Completed Equal Opportunities and Rehabilitation of Offenders Declarations and covering letter detailing how your experience and qualities meet the person specification requirements of the post (no more than three sides of A4)

For a downloadable information pack ([insert link/document](#))

To Louise Griffiths –
Hays Executive
Hays House
71 Sankey Street
Warrington
WA1 1SL

Email: Louise.Griffiths@hays.com

For any further information, or to arrange a confidential discussion with Simon Potts please contact Louise Griffiths on 01625 419653

Recruitment Timetable

Advert appears	Week Commencing
Closing Date	14^h June 2009
Longlist Meeting	15th June 2009
Longlist Interviews	16th – 22nd June 2009
Shortlist Meeting	22nd June 2009
Psychometric Testing	From 22nd June 2009
Final Interviews	WC 28th June 2009



Job Description

Post Title:	Director of Finance
Grade:	Within the range £62,000 - £77,000 + Lease Car, Pension and Relocation where appropriate – Scale 8d
Reports to:	Managing Director

Role Summary

Whilst reporting in both statutory and professional terms to the Director of Finance & Business Management of Liverpool PCT, the Director of Finance is an Executive Director of Provider Services and a full and equal member of the Board of Directors, sharing responsibility for governance, performance and setting strategic direction and for meeting the objectives of the business plans. The Director of Finance is specifically responsible for leading financial planning and management. This will include advising the Chair, Managing Director and Board on financial strategy and management, procurement and supplies, payroll, finance risk, investment appraisal, raising of debt and other finance, covenant compliance, cash flow management, PR/communications on aspects of finance issues, commercial opportunities and risks, financial responsibilities and issues related to being an NHS Community Foundation Trust and financial systems development.

The post holder will also oversee the area of - integrated governance and IM&T

During the Autonomous Period of Operation the Director of Finance will gain a thorough understanding of how the role will change on moving to Foundation Trust status. The Director of Finance will produce and deliver a detailed project plan to meet the financial requirements specific to the Foundation Trust application.

Principal Responsibilities

Financial Planning and Strategy

To formulate and implement a financial strategy, which supports the Service Strategy, providing strategic leadership across the organisation and helping to strengthen finance's contribution to Provider Services' success.

Develop and implement an effective strategy for the efficient maintenance, utilisation, safe custody and protection of ownership of Provider Services' fixed assets.

The completion of the Long Term Financial Model (LTFM) and scenario planning in preparation for initial Monitor assessment.

To provide comprehensive financial services to Provider Services, including production of budget proposals, development of effective budgetary control systems, development of the financial planning process and its integration into the business planning process, particularly ensuring that this is co-ordinated with the budget setting process.

To produce robust activity-based budgets for the Board's approval in collaboration with the appropriate Executive Directors and Managers.



To develop processes which will enable Provider Services to maximise its financial opportunities in terms of gaining and using income, and managing its cash and working capital.

To appraise current and forecast outcomes of operational strategies and report on financial performance to the Board, stakeholders and regulators as appropriate.

To lead the development of 'local tariffs' for services and ensure that Provider Services implements national policies relating to finance in a way that maximises the financial benefit and stability of the organisation.

Corporate Performance, Financial and Contract Management

To maintain stringent liquidity controls through a process of tight and cost effective cash management procedures in order to minimise the utilisation of Provider Services' credit facilities.

To provide the Board and budget holders with timely, accurate and regular integrated financial and activity information to enable them to manage their contract and budgetary position, developing effective ways of producing information for budget holders, educating those who commit resources to promote the most effective use of resources in line with the needs of the service.

To ensure managers are aware of their financial responsibilities, appropriately trained and advised on working within their budgets.

To provide advice and support to managers in developing business cases, bids and tender responses.

To advise the Managing Director on matters of financial and operational efficiency and to be proactive in identifying opportunities for improvement.

To work with service managers to drive improvements in productivity and efficiency in order to meet annual improvement targets and deliver the organisation's overall financial plans.

To lead on and monitor the maintenance of financial probity within

Contract Negotiations

To provide the lead role in the negotiation process with all commissioners and other stakeholders, in close collaboration with the Chief Executive and Director of Service Development.

To work with the Chief Executive and Director of Service Development on the development of financially robust service plans.

Financial Accounts, Risk and Probity

To prepare final accounts each year in good time for the statutory deadlines, ensuring that they follow appropriate guidance and meet the required standards.

To take an active role in all matters relating to the reduction of risk and its management. To take executive lead in the management of financial risk and to be proactive in the introduction of methods to reduce to a minimum where possible.



To ensure that there is an effective internal audit process and to provide lead financial input into the Audit Committee.

To ensure the provision of an adequate local counter fraud service.

Maintain relationships with external professional advisers including but not limited to Provider Services' solicitors and management consultants. Play lead role in liaison with regulatory bodies.

Effectively manage financial agreements between Provider Services and stakeholders to ensure appropriate recovery of costs.

Governance

The development of a robust integrated governance structure and service.

To test the Governance arrangements and control processes to ensure they will meet Monitor's requirements.

Information

To oversee the development and implementation of the IM&T Strategy.

To ensure the completion of statutory returns in a timely manner.

The development of key indicators of service performance.

Management

Within the oversight of the PCT Director of Finance, to provide professional leadership, support and advice to Finance, Governance and Information staff, ensuring all staff are appropriately skilled and providing training opportunities for these staff.

To ensure all directorate staff have a meaningful development review/appraisal and personal development plan in place.

To develop each of the 3 teams into high quality services.

Corporate Responsibilities

As a member of the Board of Directors and Executive Team:

To reflect and promote the values of the organisation in all activities.

To participate in the on-call rota for Provider Services.

To assist in setting the strategic direction of Provider Services

To contribute to the corporate plans, policies and decision-making as a full member of the Board.

To further develop the Trust's overall performance management framework and to monitor the performance of the organisation against Healthcare Commission Standards and other Corporate Objectives.



Operate at all times in accordance with professional codes of conduct, maintain the highest standards of professional conduct and ensure that high standards of corporate/clinical governance, conduct and probity are maintained throughout the organisation.

To support the Managing Director in ensuring that the highest standards of corporate governance and personal behaviour are maintained in the organisation.

To ensure compliance with Standing Orders and SFIs and its compliance with employment legislation.

To ensure effective local dialogue and engagement between the organisation and the local community on its plans and performance, and that these are responsive to the community's needs.

To ensure the proper completion of accounting records throughout the year and presentation of Statutory Accounts in time for external audit.

To contribute to the successful team working of the Board and Executive Team, including the audit committee.

Accountability

The post-holder will be directly accountable to the Managing Director and as an NHS Manager will observe the principles set out in the 'Code of Conduct for NHS Managers'.

This job description is indicative of the range of duties for the postholder. It is not intended to be exhaustive and changes will be discussed with the post holder.

Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

Recognise and report behaviour that undermines equality under Trust policy.

Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.

Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.



With the support of managers develop an equality and diversity objective through the personal development review process.

Infection Prevention & Control

All staff have both duty and responsibility to avoid and prevent the spread of infection as a consequence of any actions or activities they are carrying out during the course of their duties.

The post holder must:-

Take all reasonable care to minimise the risk to service users, colleagues and members of the public (including themselves), of healthcare-associated infections.

Co-operate with the Trust in ensuring that all statutory and mandatory requirements are complied with – in particular, compliance with the Health Act 2006: Code of Practice for the prevention and control of healthcare – associated infections.

Be knowledgeable of and compliant with, the Trust's infection control policies and procedures, which includes attendance at mandatory training.

Health and Safety

All employees are responsible for taking reasonable care for their own health, safety and security and assist in maintaining a healthy, safe and secure working environment for everyone. They must not intentionally misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment. It is a legal requirement that all employees attend training provided by the employer and report to their manager without delay, any accidents, incidents, defects in equipment, place of work or system of work which might endanger safety, health or security of which he/she becomes aware.

The post holder will have responsibility for any staff that they manage or supervise to ensure they are adhering to all the required health, safety and security tasks as set out in their Job descriptions and report any risks to the relevant persons.



Person Specification

Essential

Qualifications :

CCAB qualified (CIPFA, ACCA, CIMA, ACA;)

Masters Degree/MBA level of knowledge or equivalent

Evidence of post qualification development and training.

Skills and Abilities :

Effective negotiation skills.

Staff management experience including staff motivation & development.

Effective communication skills (verbal and written).

Demonstrable project management skills.

Able to contribute to corporate management in a complex organisation.

Good presentation skills.

Computer literate.

Experience :

Excellent proven financial management skills.

Significant experience in senior management position, with experience of managing large teams/departments in highly complex and changing environments, strategic leadership

Demonstrable experience of managing organisational change.

Proven analytical skills.

Contribution to development and implementation of complex financial systems.

Demonstrable experience of performance management.

Highly developed understanding of the requirements of integrated governance systems and principles

Personal Attributes :

Commitment to public sector values.

Strategic and innovative thinker.

Team player.

Demonstrates commitment to the job.

Strong leadership qualities.

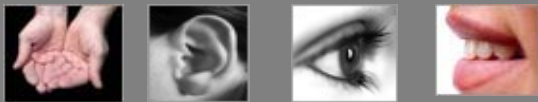
Able to manage conflicting demands and plan appropriate strategy.

Able to think laterally.

Act in accordance within the NHS Code of Conduct for Managers.

Desirable

In depth knowledge and understanding of NHS finance



Advert

Director of Finance – Provider Services Liverpool

In the region of £62,000 to 77,000 + Lease Car + Pension + Relocation

Seizing the opportunity to make a dramatic impact upon the health and well being of more than 482,000 local people, Liverpool PCT was one of the first Primary Care Trusts to separate its Provider Services arm into an independent trading arm in 2008. Recognised for its creativity and innovation, Liverpool Provider Services' (LPS) is one of six aspirant Community Foundation Trusts integrating public health with provision. They have a compelling mission to transform community based services by developing leading edge clinical care pathways and improving access to services for local people. This is a crucially important role within the business and one in which you can really demonstrate your professional and executive corporate leadership skills.

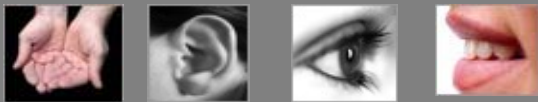
As a business, LPS employs 2300 staff, providing a comprehensive range of community based primary care services through more than 55 sites within the City. These activities generate annual revenue of £105million. To meet the challenges of the future whilst tackling hard issues of health inequality, clinical outcomes and the well being of the population, the board seeks to appoint a highly competent and entrepreneurial executive director of finance.

Reporting to the Managing Director of Provider Services on an operational basis and to the Director of Finance & Business Management of Liverpool PCT on a statutory and professional basis, you will be joining at an extremely exciting and fast moving time, where your responsibilities extend beyond meeting; traditional regulatory requirements, governance, payroll, risk management, investment appraisal, cash flow planning and management, management and financial accounting, to include:

- Breaking new ground by establishing fresh approaches to delivering excellence in finance, performance management and contracting services: allowing LPS to develop its brand and expand the business.
- Leading and developing your team of 25 staff to become an integral, proactive business partner that facilitate and innovate step changes in community and primary care service provision.
- Leading on all service contract negotiations with commissioners; including advising on the impact of developing creative new partnerships that deliver inspired and improved patient care pathways.
- Developing the IT & corporate information management solutions.
- Managing proactively internal and external stakeholder relationships.

As a strategic leader, you will make an invaluable contribution, focusing your attention on key milestones to achieving successful Community Foundation Trust (FT) status. The first step of this process is to become an NHS trust for a 12 month period. You will be required to play a leading role in the organisation and its FT application to meet the exacting, challenging, commercial and corporate standards required by Monitor and Department of Health.

You will offer high levels of personal drive, have an entrepreneurial/commercial outlook



and be a fully qualified (CCAB) accountant with considerable post qualification experience. Currently working at an equivalent level within a comparably complex organisation in either the private or public services sector, you will offer impeccable strategic leadership skills, gravitas and integrity. You inspire confidence, excel in service delivery and be motivated by the direct impact you can have on improving integrated community healthcare provision. PREVIOUS NHS EXPERIENCE IS NOT ESSENTIAL.

For further details about this role visit
www.hays.com/jobs/Liverpoolproviderservices

Closing Date: 14/06/09