

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Financial Controller Business Partnering
Grade:	5
Type of role:	Permanent
Base:	99 Gresham Street, London
Travel requirements:	N/A
Responsible to:	Head of Business Partnering
Directorate:	Finance

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

Main purpose / scope of the role

This is a senior role, within the Finance team based in London. The role holder will control and coordinate all aspects of financial performance, planning and analysis for all areas of the Business Partnering function. Responsible for ensuring the integrity of all submissions, as well as driving cost and revenue improvement and providing commercial and transformational insight.

Driving greater understanding and alignment of expenditure to income, widening the scope of financial performance monitoring across all business functions and supporting the Head of Business Partnering.

Key duties and responsibilities of the role

We are looking for an experienced financial controller to sit within the Business Partnering Team with an annual income of more than £700m covering £3bn asset portfolio, some 4,000 properties, 5,000 employees. The role holder will be expected to take ownership for all aspects of financial control, including the coordination for consolidating, reporting and planning across all

Asset Management, Facilities and Corporate business functions. Leading the month end cycle and all monthly, quarterly and annual planning cycles. You will also provide insight and financial stewardship through the continuous development of Financial Performance reporting.

Drive financial performance through the provision of timely and accurate financial reporting, including commercial insight and analysis. Hold the business to account over financial performance, manage risk and ensure controls, ensuring consistent application of financial policies and processes across all areas of business partnering.

Help drive through the programme of wholesale transformational change within the Business Partnering finance function, refreshing and re-designing structure and processes.

You should combine excellent numeracy skills with the ability to analyse and present complex data. To be successful in this role, you should be able to use critical thinking to create management information packs to enable better decision making.

Work collaboratively with key stakeholders to develop best practice, meet the needs of the organisation to enhance the reputation of finance and the company

Ultimately, you should communicate, evaluate, design and oversee the:

- Business Partnering month end process, including.
 - Act as the senior finance lead and deputy for Head of Business Partnering, on financial management and performance.
 - Manage the production of the monthly management accounts, including KPI reporting and full commercial commentary and variance analysis. Ensuring that all deadlines and reporting requirements are met.
 - End to End month end reporting plan / timetable, including comms
 - Standard month end / consolidation templates
 - All business functions consolidated month end, with AM/FM/Capital Overheads splits
 - Month end reports for Asset Management/Facilities Management (AM/FM)/Capital and all Business Support Services Overheads
 - System actuals for month end “one version of the truth” for all to use
 - Month end process & procedures
 - Coordinate Business Partner Quarterly reporting, with commentary, including Balance Sheet
 - Continuous improvement to processes and procedures
 - Ensure all reporting is fit for purpose, relevant and accurate

(Content/Style/Completeness)

- Understanding the risk and opportunities relating to the AM/FM and Business Support Services position.
- Expert advice / support to Business Partners as and when required
- The business functions planning process, Annually, Quarterly and Monthly, including.
 - Responsible for strategic planning, budget planning and forecasting
 - Lead the annual budget process for Business Partnering to ensure the forward financial plan is delivered, including re-forecasting. Providing financial awareness training to budget holders, development of processes and associated models.
 - End to EMan planning timetable, including comms
 - Standardisation of templates and guidance
 - All consolidated of planning inputs end, with AM/FM/Capital Overheads splits
 - Planning output reports for AM/FM/Capital and Overheads
 - Ensure “one version of the truth” for all to use
 - Documentation of all Planning process & procedures
- Lead on the review, consolidation and reporting of all aspects of income.
 - Ensuring the necessary controls and reporting are in place
 - ensure the monitoring and understanding of the link between the underlying cost base and income
 - ensure completeness and accuracy of the AM/FM functions income position
 - Understanding the risk and opportunities relating to the AM/FM income position. For example income leakage
- Lead on development and roll out of Total Labour Cost and Resource reporting.
- Development appropriate working capital/cashflow reporting for each functional business area.
- Deputise for the Head of Business Partnering when necessary.

Organisational, Policy & Planning Responsibilities

- Communicate a month end plan and ensure stakeholders are held accountable for deliverables
- To manage risk and ensure controls are effective, ensuring consistent application of financial policies and procedures across all business.

- Coordinate with the Finance Analytics team to ensure streamlined reporting activities through the use of analytical tools such as Power BI.
- Drive the continual enhancement of our capability to deliver relevant financial performance analysis and monitoring.
- Improve business decision making through detailed analytical reviews and benchmarking activities.
- Drive alignment and best practice with Business Information and Corporate Finance function Driving Matrix understanding and reporting of Profit and Loss
- Identify the underlying drivers of financial performance and relevant KPIs to track and monitor to help understand financial performance
- Consolidating the data for month end presentation and providing an overview of the financial status for all Business Functions.
- Provide ad hoc data and analysis for key stakeholders when required.
- Ensure that work is done efficiently, to a high standard, resulting in quality output, delivering a high level of customer satisfaction.
- Assist the Head of Finance Business Partnering in planning and managing the month end process and planning cycles.

Analytical & Judgemental

- Month end submissions will require a financial appraisal to identify and highlight key financial risks, value for money and any areas of concern.
- You will prepare appropriate reporting papers for AM/FM/Capital, offering advice and guidance around non-financial aspects together with preparing the key financial metrics

Communications & Relationships

- The post holder will communicate financial data to the Executive and groups of senior managers and external stakeholders, advising on financial issues to non- financial managers. The post holder will be able to communicate this in such a way as it is understood clearly by all parties.
- Support the Head of Business Partnering in developing the team into a “value add” team and trusted business partner to the wider business.
- Receiving the month end information from all the departments of the organisation and critically examines them for correctness, accuracy and completeness; and conformance with established procedures, regulations, and organisational objectives
- Together with the rest of the senior management group across Finance, ensure that the financial control environment is robust, and risks mitigated and reported
- Reviews the outputs of the team to ensure that they meet very high-quality criteria
- Guide and mentors staff.

Responsibility for Physical and Financial Resources

- The role holder must take good care of the resources it is entrusted with and make sure that they are used for the purpose intended. In practice, achieved through careful strategic planning, setting up appropriate controls, considering risks, and by setting up systems.
- On a personal level, individuals must operate with honesty and propriety. The integrity of financial reports depends on the accuracy and completeness of financial records.
- Expenditure must be kept in balance with incoming funds, both at the operational and the strategic levels. Viability is a measure of the financial continuity and security. The role holder will support the Business Functions in preparing a financing strategy to show how the organisation will meet all its financial obligations and deliver its strategic plan.

Person Specification

	Essential	Desirable
Qualifications	Accounting professional qualification. Evidence actively pursuing Continuous Professional Development. Experience of working at a senior level in a complex and fast paced environment	
Knowledge and experience	Extensive knowledge of financial accounting principles and techniques in the property industry; Extensive knowledge of financial control and planning techniques relating to property or service industries; Delivering change to large scale, multi-stakeholder, professional service organisation.	Knowledge of NHS or other property management financial regime. Knowledge of NHS strategy and performance regime.

Experience	<p>Experience reviewing and redesigning financial process</p> <p>Delivering accurate accounts to tight deadlines</p> <p>Delivering best practice within a Finance function</p> <p>Proven leadership experience, including change management.</p> <p>Significant Post Qualification experience.</p> <p>Experience of managing and reporting information relating to large budgets.</p> <p>Proven record in transferring financial and commercial processes and roles between locations, and service functions.</p> <p>Staff management across a broad geographic area.</p>	<p>Experience and/or understanding of the health economy</p> <p>Control and planning expertise within a property or service related industry.</p> <p>Demonstrate expertise in a healthcare or property environment, or evidence of ability to develop this very quickly.</p> <p>Business Modelling Managing staff remotely</p>
Skills	<p>Experience of planning within a complex financial and political environment.</p> <p>Demonstrates strong, clear Leadership.</p> <p>Able to problem solve in an uncertain and demanding environment.</p> <p>Confident Communicator, skilful negotiator with developed influencing skills.</p>	<p>Demonstrates and applies multi-dimensional skills</p>

Personal qualities/abilities	Ability to establish and maintain effective working relationships; Customer focus Performance Management / Coaching	
Other requirements as applicable	Commitment to supporting achievement of Company's strategic goals. Prepared to travel as required.	