



JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Director of Governance & Finance
Pay Band:	8b
Hours of Work and Nature of Contract:	To be completed on recruitment
Region:	Llais National
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Strategic Director of Operations and Corporate Services
Professionally Accountable to:	Strategic Director of Operations and Corporate Services

JOB SUMMARY / PURPOSE:

The post holder is a senior Finance and Governance professional in Llais. The post holder is a member of Llais Tîm Arwain (Senior Management Team) and is responsible for leading and delivering the core corporate governance and finance functions.

The post holder will ensure the delivery of an efficient and effective service and will develop these functions to be best in class. They will deliver full assurance in our core corporate governance and financial systems audits of these functions. The post holder will lead the organisation on all technical aspects of accounting ensuring that financial reporting standards are interpreted and fully met in order to produce statutory accounts for Llais with unqualified audit opinion.

The post holder will provide leadership to the Llais finance and corporate governance functions. They will have responsibility for the delivery of these areas and give expert advice to the Board, the Strategic Director of Operations and Corporate Services and each of the seven Llais regional teams and the National team.

DUTIES/RESPONSIBILITIES:

The post holder will provide leadership, strategic and professional management combined with operational responsibility for financial services/accounting and corporate governance working with the Finance Manager, the Governance Manager and other senior managers in the development and delivery of the functions and oversee the provision of a professional governance and finance service across Llais by providing innovative, pro-active advice and support to the organisation on corporate governance and financial accounting policy, strategy and core financial services delivery.

The post holder will provide vision and leadership in the development and implementation of the overall financial and corporate governance agendas.

This role provides direct support to the Strategic Director of Operations and Corporate Services in the delivery of the corporate governance and finance agenda.

<p>Internal</p> <ul style="list-style-type: none"> · Chief Executive · Strategic Directors · Tim Arwain · Finance & Governance Staff · Llais Board · Senior Managers · Departmental Managers 	<p>External</p> <ul style="list-style-type: none"> · Welsh Government · NHS organisations · Local Authorities & other partners · External Audit · Internal Audit
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MANAGEMENT & LEADERSHIP

Responsible for the overall management and performance of the finance department and setting the agenda for the organisations corporate governance . As part of this to direct, lead and motivate the team to ensure a high standard of professionalism, efficiency and effectiveness in the delivery of the finance and governance systems and services. Specifically leading, Accounts Receivable, Treasury and Cash Management, Charitable Funds, and Capital Accounting to

ensure that activities are fully aligned to the business of Llais. This will include coaching and mentoring, resource planning, standard setting, performance management team, and individual development. As a valued member of the senior management team, you will contribute to the setting of the strategies and policies for Llais.

Ensure that Llais aims and objectives are clearly communicated to the staff within the teams.

Ensure that the Financial Services and Accounting function is proactive and influential in its contribution to the Llais's strategic and operational plan.

Lead the team to ensure a culture of continuous improvement and professional excellence is achieved.

Develop and empower all members of your team to perform to high standards and innovate.

Supporting the Board to deliver on its strategic leadership responsibilities through:

- The development and operation of a robust governance and assurance framework that meets all public sector requirements and specific requirements set out in the organisation's Framework Document and remit letter.
- Assisting the Strategic Director of Operations and Corporate Services in developing, introducing, and embedding the organisation's values and standards of behaviour through the design and operation of its corporate standards, policies, procedures and ways of working.
- Supporting the Strategic Director of Operations and Corporate Services in planning, organisation, delivery and reporting of the annual business of the Board, its committees and senior management team. This includes ensuring business is conducted openly and transparently, supported by professional governance advice.
- Leading the design, development and operation of a corporate risk management strategy and management framework, including the determination of the organisation's risk appetite and arrangements to identify, manage and report on the handling of the organisation's risks.

- Leading the development and operation of a comprehensive information governance framework that secures the appropriate handling, protection and management of the organisation's data and information, including sensitive personal data.
- Operation of an effective and professional correspondence management system that supports the Chief Executive and Strategic Directors to manage and protect the organisation's reputation, treats people and organisations with respect and provides clear, honest, and full responses that answer the queries raised in a timely manner. Set up and maintain a robust system to manage the correspondence and that has strict time targets for responses.

Communications and Relationships

Using and understanding complex information, multi-factorial strands of communication both inside and external to the organisation. Translate complex accounting standards and ensure the requirements to deliver unqualified accounts are articulated to staff across the organisation.

Provide leadership and direction across the corporate governance and finance functions where highly complex ideas or concepts need to be conveyed and implemented across the organisation in easily understood language.

Establish effective working relationships and arrangements with our key partners. Maintain oversight of best practice and lessons learned across Wales to help improve policies, procedures, and ways of working.

To provide and receive highly complex, highly sensitive or highly contentious information for the use in accounting statements and for discussion with Audit Wales, Audit, Risk and Assurance Committee, Llais Board and Tîm Arwain . Ensure this information is clearly developed and articulated using the highly developed interpersonal skills.

Develop good strategic working relationship with Audit Wales and Internal Auditors.

Analytical and Judgment Skills

To exercise judgment involving highly complex facts and figures and situations which require the analysis, interpretation and comparison of a range of options. This will be applied to the delivery of professional accounting information in

order to produce statutory accounts for Llais as well as for the production of monthly financial monitoring returns for WAG.

Be able to analyse and assess conflicting financial information where expert opinion may differ or information may not be viable relying on judgement and critical thinking to deliver an appropriate outcome.

Exercise specialist knowledge across a range of managerial work procedures and practices underpinned by theoretical knowledge and practical experience. Creates reports from internal and external sources that allow evaluation of Llais services.

Investigates & advises on highly complex issues & leads on corporate reporting/providing strategic financial and business planning advice.

Assess, interpret and apply national accounting guidance, International Financial Reporting Standards and local policy in order to ensure all accounting information is compliant and shows a true and fair view and be subject to unqualified audit opinion.

Critically appraise systems and redesign to ensure that controls are tightened and therefore improve the audit outcomes aiming to deliver 'Full Assurance' on all core financial systems.

Planning and organising

Lead on cash management for Llais to ensure sufficient cash is available daily for the organisation to meet its commitments.

Lead on planning and delivering of the statutory accounts across the organisation by ensuring all work streams are communicated and delivered to ensure a successful delivery and audit outcome.

Ensures all statutory/accounts & returns represent a true and fair view and meet financial timescales and legal requirements, interpreting these where necessary.

Develop systematic cash planning systems that are integrated with Llais overall revenue and capital financial plans. Ensure planning is continuously reviewed and improved by comparing actual to plan.

To plan and prioritise own work; ensure effective support to all areas and delivery of key objectives.

To regularly monitor and review plans and adjust for changes in local need and in response to changes in national policy guidance.

To lead and sponsor financial planning and performance projects to develop new ways of working in line with the strategies and business plans.

To manage and review the strategy for delivery of work and to facilitate the development of the management team and administrative staff to maximise efficiency of the service.

Ensure that changes implemented and the policies written and concepts developed are in line with latest Welsh assembly guidelines and best practices.

Policy and Service Development

Responsible for accounting and corporate governance policy development and implementation for Llais.

Governance controls

Establish a robust corporate governance framework across all Llais services. To include:

- creating and implementing robust policies and procedures that promote good governance.
- providing advice and guidance to the Board, Audit and Risk Assurance Committee and Tîm Arwain on the suitability of our governance processes and make recommendations on ways improvements can be made.
- maintaining oversight of our statutory requirements, supporting the organisation to meet those requirements.
- ensuring the business continuity plans in place are appropriate.
- acting as the main contact on strategic matters with internal and external auditors. Work with auditors openly and transparently to identify improvements and ensure recommendations are properly implemented.
- acting as a key advisor and sounding board to the newly appointed Audit and Risk Assurance Chair and Committee members.
- establishing the required Financial Control Procedures.
- reporting all financial governance control and issues to the relevant Committee.
- reviewing and maintaining schemes of delegation.
- supporting the Chief Executive in executing their Accounting Officer responsibilities.

Responsibilities for Financial and Physical Resources

Be responsible for the resources for financial services and accounting functions. To achieve financial balance and/or surplus within financial services and accounting functions. Ensure that any cost improvement programmes and cash releasing efficiency schemes are delivered.

Ensures efficiency, effectiveness, integrity and business focus of financial systems and processes.

To be responsible for the effective use, monitoring and management of operational budgets within areas of responsibility. This will include prioritisation, budget setting, supervision of delegated budgets and control and procurement of capital equipment, to ensure compliance with the organisation's Standing Orders and Standing Financial Instructions and ensure effective corporate governance.

Ensure robust systems of governance (financial, staff, audit and information) and risk management is in place.

Responsibility for Human Resources

To line manage the, Governance and Finance team and be responsible for ensuring an effective system of performance management, including appraisal and personal development, for all direct reports and their staff, including active succession and workforce planning.

To ensure all direct reports are aware of their managerial responsibilities for human resource issues within their areas of responsibility.

To work with the Human Resources team in ensuring that robust HR policies and processes are in place in all areas of operational responsibility.

Ensure all staff are motivated to deliver high quality services to agreed objectives and are fully engaged in proactive personal development in order to reach their potential.

Responsibility for Information Resources

The post holder will be required to regularly produce complex reports and presentations based on a range of information from a variety of sources. Writing and presenting reports to a wide range of groups including the Board and board sub committees.

Maintain and develop information systems for Fixed Assets losses and special payments (LASPAR).

Develop cash planning reports for the Board and ensure cash reporting is developed and interpreted in the context of the organisations overall financial plan.

Responsibility for R&D

The post holder is responsible for the governance and finance departmental qualitative and quantitative audits to evaluate the impact of the services and relevant research to inform future service improvements.

Ensure an evidence-based approach to policy development and service redesign and consider the outcomes of relevant audit and/or evaluation work on all aspects of the role.

Research and ensure that innovation and good practice is disseminated between localities so as to maximise efficiencies organisation-wide, maximising spread and sustainability, avoiding duplication.

Freedom to Act

Responsible for the day-to-day operational management and strategic development of all services within the post holder's portfolio, balancing the need for proactive service development and strategic leadership against the reactive demand of operational responsibilities and stakeholders.

The post holder will be expected to work independently guided by broad health and social care strategies and organisational policies and specific local and national guidelines, advising on how these should be interpreted and implemented.

The post holder will need to assimilate and summarise complex documents, compare facts and analyse situational data from a range of sources, develop

options and assess risks and opportunities to the organisation and facilitate consensus building and decision making.

The role requires the post holder to lead the organisation in its responsibility to deliver its accounting requirements.

The post holder will ensure that financial systems are continuously reviewed and improved to ensure that the governance of the organisations financial resources are effectively discharged through its core financial systems.

Physical Effort

There is a requirement to travel between Llais regional offices and other sites. Frequent VDU use is required for this post for periods of up to 3 to 4 hours at a time in order to produce complex reports and analysis to support decision making.

Mental Effort

Intense concentration will be required on a wide variety of complex issues throughout the day. The post holder will frequently have to adapt to changing priorities and refocus the work of self and others on new priority areas that may require urgent action.

The post holder will participate in and facilitate meetings which require a high level of concentration on a wide range of topics, with a variety of audiences and mixtures of attendees.

Emotional Effort

The role will require daily negotiation with senior NHS and LA professionals, directors and managers in a financially constrained health and social care economy issues that have a significant impact on the quality and quantity of the financial planning and performance service, challenging practice and established management processes.

The post holder will also be expected to deal positively and promptly with staff concerns and personal problems, challenge staff on any inappropriate behaviours or poor performance and investigate and deal with complaints as required.

Working Conditions

Exposure to unpleasant working conditions or hazards is rare.

Office conditions with regular requirement to travel.

This job description is not exhaustive. The priorities and emphasis may change in view that it is a new post and to reflect service needs.

This represents an outline of the post and is not a precise catalogue of duties/responsibilities.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Educated to Masters degree Level or demonstrate relevant equivalent experience in the field of Finance or Governance with post qualification experience at a senior level CCAB Qualified Evidence of continual professional development		Application Form Interview Certificates
Experience	Expert knowledge of financial and accounting procedures Expert understanding of Model Standing Orders and Standing Financial Instructions and budgetary and	Experience of counter fraud activity and developing or implementing counter fraud controls	Application form and Interview References

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>financial management</p> <p>Significant experiencing of writing, implementing, and reviewing finance and governance policies</p> <p>Experience of year end processes and the collation of statutory annual accounts.</p> <p>Understanding of the political agenda for Health and Social Care</p> <p>Strong negotiation skills</p>		
<p>Aptitude and Abilities</p>	<p>Excellent communication skills with the ability to communicate with managers and staff at all levels.</p> <p>Experience of delivering challenging financial plans including large Cost Reduction /</p>		<p>Application form and interview References</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>Savings Programmes</p> <p>Ability to deal with highly complex, sensitive situations assessing and recommending courses of action.</p> <p>IT literate with practical computer application skills to monitor, extract reports and update financial systems e.g. Oracle Systems/Excel spreadsheets</p>		
Values and Personal Qualities	<p>Ability to prioritise a heavy workload.</p> <p>Display exemplary personal and professional standards of behaviour and integrity at all times.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Ability to travel across Wales.</p> <p>Able to work hours flexibly.</p>	Welsh Speaker	<p>Application Form</p> <p>Document Check</p>

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of Llais are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty
- **Learning and Development:** All staff must undertake induction/orientation programmes at regional and national level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the Welsh language standards and related policies and take every opportunity to promote the Welsh language in their dealings with the public
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users
- **Data Protection:** The post holder must treat all information, whether corporate, staff or public information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998, General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the Disciplinary Policy
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including service user information, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Llais is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality, Diversity and Inclusion Policy and it is for each employee to contribute to its success

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Disciplinary Policy
- **DBS Disclosure Check:** In this role you will have no contact with service users / children /vulnerable adults in the course of your normal duties. You will therefore not be required to apply for a DBS check as part of our pre-employment check procedure
- **Safeguarding people:** Llais is fully committed to safeguarding people. Llais representatives are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies
- **No Smoking:** To give everyone the best chance to be healthy, all Llais sites, including buildings and grounds, are smoke free
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time