



Job Description & Person Specification

Position:	Director of Finance	Division:	Corporate
Location:	2 Roundhouse Rd, Derby DE24 8JE	Reporting to:	Chief Executive

Job Summary

The Director of Finance is a pivotal member of the Executive Leadership Team at DHU Healthcare, driving innovation and contributing to our collective strategic development. This role is crucial for ensuring the Company's ongoing success, financial sustainability, and growth, while upholding our commitment to corporate citizenship and sector led leadership of the services we deliver.

The incumbent is responsible for overseeing corporate support services, which include financial management and reporting, the Programme Management Office, Procurement, Payroll Services, and the Company's property portfolio, including its development and Health and Safety initiatives. Through intent-based leadership, the Director of Finance inspires and empowers others, fostering a culture of accountability and excellence. By leading these areas effectively, the Director of Finance indirectly supports patient safety and quality care delivery.

Key Measures of Success

Financial Performance:

Monitoring and driving consistent revenue growth, aligned with DHU's strategic objectives, including maintaining and improving profitability whilst ensuring cost efficiency. This will be delivered by thorough evaluation, enabling and achievement of high ROI on projects and investments.

Financial Reporting and Compliance:

Accurate and timely board assurance through various reporting mechanisms with compliance to the business, Board, regulatory requirements and financial reporting standards. This will align with successfully developing and executing strategic financial initiatives and supporting our aspirational M&A activity.

Cash Flow & Risk Management:

Maintaining adequate liquidity to meet short-term obligations of the company as well as medium and longer-term aspirations through accurate forecasting to ensure the company can manage its cash needs effectively. This will be delivered by identifying financial risks and implementing strategies to mitigate them as well as managing insurance policies and hedging strategies to protect against financial uncertainties.



The postholder will:

Hold responsibility for all financial procedures and reporting within the Company - participating in its overall management to sustain and improve the Company's long-term profitability and growth.

Broadly apply their financial knowledge and commercial skills, directing and contributing to developing business and service strategies to secure the Company's future growth and stability.

Engage strategically across the Health and Care sector and possess the ability to influence key stakeholders, including NHS England, Integrated Care Boards (ICB), NHS Trusts at all levels, and our Joint Venture and partnership arrangements - together with Company advisors, such as External Audit, Banks, Lawyers, 360 Assurance and Tax advisors.

Represent DHU Healthcare at Contract Management Boards and play a key role in facilitating service developments and identifying business development opportunities.

Play a leading role in representing DHU in contract negotiations, procurement and tender exercises.

Be the Executive lead on key projects such as our Green Plan and Change Management programmes through the Project Management Office (PMO).

Key Areas of Responsibility & Accountability

Business As Usual:

- Ensure accurate and timely preparation of weekly cash flow monitors, monthly management accounts and forecasts, annual budgets, and strategic plans.
- Prepare year-end statutory accounts, liaise with auditors, and manage the annual audit process.
- Provide sound commercial and financial advice/support to the Board, CEO, executive, and senior leadership.
- Formulate and manage company strategies on capital requirements, debt, taxation, equity, and acquisitions where applicable.
- Monitor and report performance data.
- Develop relevant key performance indicators (KPIs) for DHU and its clients.
- Compile month-end contract and procurement KPIs for DHU Board reporting, enabling Value for Money (VFM) and best practices in line with the Company's procurement procedures and framework.
- Manage the organisational cash flow.
- Provide direction, guidance, and motivation to ensure all tasks are carried out accurately and timely for all responsible teams.
- Establish and monitor appropriate systems, databases, and processes to facilitate effective, efficient, accurate, and streamlined service delivery.



- Ensure compliance with all direct and indirect taxes, including corporation tax, VAT, PAYE, National Insurance, and NHS Pensions.
- Oversee the insurance provisions required for all Company operations and play a lead role in the annual insurance renewal through our insurance brokers.
- Work with People & Culture Leads and the Company Secretary on all legal matters to ensure all legal costs and liabilities are accounted for accurately and completely.
- Escalate concerns to the CEO, Audit Committee, and Board as required.
- Identify challenges within business operations based on strong expenditure analysis and propose solutions.
- Oversee a robust programme of financial and operational risk management, enabling effective reporting and escalation of key risks and mitigating actions to the Audit Committee.

Operating Environment, Framework & Boundaries:

- Play a significant part in the Executive team, contributing to the Company's development. The Company values personal integrity, emotional intelligence, and interpersonal skills.
- Model and deliver our CARE values, behaving in line with the DHU Behaviour Framework, and ensuring reporting teams do the same. Leaders are expected to address unwanted behaviour and actions appropriately.

Communications and Working Relationships:

- Lead and manage effective engagement with the Heads of Finance, Head of Estates Facilities and H&S, and Head of PMO.
- Develop close working relationships with the CEO, key members of the Board, Executive team, SMT, lead ICBs, and across the NHS sector.
- Build effective working relationships with key external stakeholders and advisors, such as lawyers, bankers, external audit, insurance brokers, and taxation advisors.
- Collaborate closely with support services departments, including HR, IT, Business Analytics, Clinical Governance, and business operations.
- Develop a communication process that ensures clear communication and engagement on matters related to their portfolio.
- Promote DHU's reputation through personal execution of responsibilities, communication style, and behaviours.

Problem Solving & Complexity:

- Take a proactive approach to problem-solving on DHU contracts, identifying key issues and setting out action plans to resolve them before they become major financial issues.
- Understand the complexity of DHU's key contracts and the potential impact of decisions made at this level.

- Manage the details of each contract, setting out clear action plans that enable teams to resolve and manage operational issues.
- Contribute to the capital development strategy, including business cases.
- Support DHU in producing service business development plans as part of the Company's future strategy.

Decision Making Authority & Responsibility:

Autonomously determine how to achieve clearly defined objectives through directing others within the context of functional policies (as distinct from procedures) and precedents. These policies and procedures may be subject to Board approval, CEO direction, and audit scrutiny via Audit Committee, Non-Executive Directors, and external auditors.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Professional Accountancy Qualifications (CIMA, ACA, or similar)
Experience	<ul style="list-style-type: none"> • Experience as an Executive Director • Demonstrable experience of developing and leading a team to meet business needs • Proven ability to communicate and engage with broad range of stakeholders and colleagues • Successful execution of change programmes • Experience of working with Board/NEDs • Proven ability of successful strategic development and implementation <p>Desirable – to have experience within the NHS sector</p>
Skills and Knowledge	<ul style="list-style-type: none"> • Demonstrable ability to provide technical leadership for existing and new company services, as well as providing a technical mentoring role for less experienced finance professionals • Ability to handle high levels of pressure and critical decision making in the capacity of an Executive Director • Able to create/shape innovative strategic vision for the best possible long-term benefit of the organisation and patients • Demonstrable capability for strategic thinking • Excellent communication and leadership skills

	<ul style="list-style-type: none"> • Understanding of capital planning processes • Understanding of the dynamics within a business arena and balance against political environment • Understanding of the importance of organisational culture on performance and productivity • Ability to coach and have courageous conversations <p>Desirable – to have working knowledge of H&S legislation and the responsibilities of Directors to ensure the health and safety of everyone at work</p>
Personal Qualities	<ul style="list-style-type: none"> • Ability to be flexible and adaptable • Personal resilience and ability to identify positive ways of working • Responsive to change • Commitment to developing teams and individuals • Commitment to and able to facilitate collaborative working • Authentic and possessing integrity • Exceptional communicator, able to create impact and demonstrate proactive internal and external customer relationship awareness

Values & Behavioural Qualities

We value our people through a coaching culture offering staff engagement, wellbeing support, career progression and inspirational, visible leadership.

At the heart of everything we do, you will find our CARE values – principles, standards and behaviours we live by:



Compassionate

We show kindness, consideration and understanding in everything we do - and demonstrate our caring nature to our patients, people and communities



Accomplished

We are available day and night – a responsive, adaptable, professional NHS partner, providing the best advice, care and treatment for every individual.



Respectful

We recognise the value that individual and team differences bring - welcoming views, listening, being honest, and learning from others' experiences.



Encouraging

We believe everyone matters, so we inspire confidence in others - promoting 'speakingup', fostering career-long learning and development, and supporting improvement ideas

Diversity

DHU believe our workforce should be as diverse as the range of services we offer, and the communities we serve. We are committed to valuing and encouraging diversity throughout our workforce, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. As part of our mission we are dedicated to eliminating discrimination

Acknowledgment

I acknowledge receipt and confirm my understanding and acceptance of the responsibilities specified in my Job Description.

Signature of Post Holder:		Date:	
Name:			