



Aberdeen City
Health & Social Care Partnership
Job Profile

Chief Finance Officer



Aberdeen City Health & Social Care Partnership
A caring partnership



About the Role

To provide financial leadership, high quality professional advice, strategic forward looking finance options and decision support to the Chief Officer and the Integrated Joint Board (IJB).

To plan, develop and deliver the IJB's financial strategy, ensuring sound governance and Best Value. This includes the preparation and presentation of all reports that meet statutory reporting requirements, safeguarding and accurate recording and reporting of all financial information.

Job Title	Chief Finance Officer
Pay Grade	CO Point 27
Service Area/Team	ACHSCP
Location	Marischal College

Chief Officer

Chief Operating Officer

Chief Finance Officer

Key Outcomes and Task Examples

The post holder will deliver the following outcomes:

Examples of related tasks:

Take the lead in long term financial planning for the Aberdeen City Adult Health and Social Care Partnership (ACHSCP), managing the budget setting process and ensuring delivery of a balanced budget

- Create and refresh annually the medium-term financial framework (MTFF) for the IJB
- Link the MTFF to the IJB Strategic Plan
- Facilitate approval of the MTFF from the IJB, including the annual budget
- Work collaboratively across organisational boundaries to promote a whole system approach to service and financial planning.

Provide expert advice and guidance on all financial matters to the Chief Officer and Integrated Joint Board and contribute to strategic decision making.

- Attend leadership team meetings and provide financial advice to senior leadership team of Aberdeen City Health and Social Care Partnership
- Attend the IJB as a non-voting member and provide financial advice
- Act as Executive Lead to and attend the Risk, Audit and Performance Committee and provide financial advice as required.
- Review all reports from a financial perspective prior to discussion at the IJB and its committees.

	<ul style="list-style-type: none"> • Provide advice on financial risks impacting the IJB and implications of changes to legislation changes and national policy
Ensure full and proper completion of all accounting processes and of all statutory reports and financial statements including the preparation and presentation of the Annual Accounts.	<ul style="list-style-type: none"> • Ensure the completeness and accuracy of all financial information and reports. • Provide financial monitoring information to the IJB and Senior Leadership Team regularly • Co-ordinate and participate in the preparation and development of the Annual Accounts for the IJB • Ensure changes to the Accounting Code of Practice and Accounting Standards are incorporated into the Annual Accounts and other financial returns • Lead contact for both external and internal audit within the IJB. • Promotion of sound financial stewardship in alignment with the CIPFA Principles of Good Governance.
Develop, implement and enforce policy related to financial governance.	<ul style="list-style-type: none"> • Provide advice on financial regulations of both Council and NHS on how they relate to and are applied by the IJB • Provide advice on procurement regulations of both Council and NHS on how they relate to and are applied by the IJB • Promote and advise on embedding appropriate financial controls and counter fraud actions in the processes and procedures of the IJB
Maintain and develop professional accounting standards providing specialist support to senior managers in effective financial management of their area.	<ul style="list-style-type: none"> • Consider the implications of new accounting standards on IJB • Lead officer for the IJB financial regulations • Provide financial advice and information to senior leadership team • Enable and provide scrutiny of service budgets.
Actively participate in the development of policy, strategy and other initiatives.	<ul style="list-style-type: none"> • Develop an understanding of national and locally policy initiatives and the financial impact on the IJB • Input into strategic planning process by ensuring that the Strategic Plan is deliverable within the projected financial envelope as set out in the Medium Term Financial Framework. • Lead transformation initiatives for ACHSCP • Develop and maintain close working relationships with neighbouring IJBs and NHSG to ensure regional interests are consistently administered. • Attend national finance group meetings and any relevant Scottish Government working groups • Enable and promote a greater allocation of available financial resources to preventative and early prevention initiatives. • Participate in the Senior Manager On-Call System, which provides 24/7 emergency senior manager support for HSCP healthcare functions and also be part of the ACC senior management response in the event of major incidents in other sectors.

Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

<p>Minimum Qualification(s) / Certificates / Memberships etc. required</p>	<ul style="list-style-type: none"> • degree level qualification in a discipline relevant to the role • CCAB Qualified Accountant and current membership of a recognised chartered professional body • significant post qualification experience
<p>As a minimum, demonstrate skills and experience in</p>	<ul style="list-style-type: none"> • financial planning and leadership at a senior level in a large multi-function organisation • strategic planning and contributing to the development of business strategies • managing and presenting information for reporting, monitoring, analysing and evaluating of finance and financial planning • advising, influencing, persuading, commanding confidence and acting assertively in a high-profile environment • engaging proactively and openly with a wide range of stakeholders • using financial systems to advance underlying business objectives, including improving systems to provide better information for decision making. • the ability to establish, develop and deliver all relevant processes for the delivery of complete financial management systems and financial planning • deploying high level analytical skills and creative problem-solving • meeting deadlines while balancing a range of competing priorities • communicating clearly with colleagues and stakeholders. • thinking strategically with willingness and an ability to deal with day-to-day issues. • ability to manage competing risks in the context of the IJB Risk Appetite Statement
<p>As a minimum, demonstrate an understanding of</p>	<ul style="list-style-type: none"> • all statutory legislation relevant to the role. • financial government and regulations • procurement legislation • cross system working
<p>Demonstrate commitment to</p>	<ul style="list-style-type: none"> • the IJB's vision, mission and aims • continuing professional development
<p>Other requirements</p>	<ul style="list-style-type: none"> • the ability to travel to locations around the city and beyond, to meet the requirements of the role • participate in the Senior Manager On-Call System, which provides 24/7 emergency senior manager support for HSCP healthcare functions and also be part of the ACC senior management response in the event of major incidents in other sectors.

Core Behaviours - Aberdeen City Health and Social Care Partnership

The post holder needs to demonstrate the following behaviours:

Creativity and innovation	Finding different ways of thinking and doing
Motivating and Inspiring others	Supporting others to be the best they can be
Empowering Others	Enabling people to develop and use their leadership capacity
Self-Leadership	Recognising, exercising and improving your own leadership
Vision	Positive plans for the way ahead
Collaborating and influencing	Leading in partnership and taking others with you

Aberdeen City Health and Social Care Partnership	Version Date	March 2024
Service Area/Team	JE Number	Capability Framework Level