



DIRECTOR OF FINANCE

(Permanent, Full Time, Grade VIII)

Particulars of Office

1. The appointment is permanent whole-time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
Under the provisions of the Haddington Road Agreement effective from the 1st July 2013, the whole time standard weekly working hours for this grade are 35 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be
 - a) certified as satisfactory and confirmed in writing;
 - b) in certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by three months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. NRH Diversity, Equality and Inclusion

The NRH is committed to carrying out all activities in a way that values Diversity, promotes Equality and fosters Inclusion to successfully deliver the best public service to ensure a diverse, inclusive, high performance workplace.



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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, have:

- Educated to Degree level and /or ACA/ACCA/CIMA qualified,
- The post holder will hold least 10 year's Finance experience at a management level.
- The post holder will possess in-depth understanding of the operating environment, ideally gained through working in a similar environment.
- H/She will be an excellent communicator-written and oral and be equipped with strong influencing and relationship management skills
- A proficiency in the use of relevant Finance or compatible software packages i.e. Agresso, J.D. Edwards, Sage or equivalent.
- A high capacity for responsibility and individual initiative.
- An understanding of the Health Services Sector
- Familiarity with corporate accounting for complex entities.

Critical Competencies: (The following competencies are critical to the delivery of results and/or to superior performance in this role.

- Leadership
- Decision making
- Strategic Orientation
- Influencing and gaining commitment / Change Management
- Customer Service Orientation
- Attention to detail

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



DIRECTOR OF FINANCE

JOB DESCRIPTION

- Title:** Director of Finance
- Purpose of the Position:** Direct all aspects of National Rehabilitation Hospital's (NRH's) Finance strategy to ensure the development and implementation of effective and sustainable initiatives to support the achievement of the organisational objectives.
- Accountable to:** Chief Executive Officer or Deputy
- Liaison / Communication:** The proper performance of these duties will require a high degree of liaison and communication with the Board Committees, Hospital Executive, Staff, H.S.E Agencies, Department of Finance, Department of Health in addition to other stakeholders in the course of their normal duties and responsibilities.



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JOB DESCRIPTION

Overview of the Role

- The Director of Finance will be accountable for ensuring that the hospital has in place the necessary policies, procedures and progressive financial systems and structures to ensure that the hospital's finances are managed and controlled to ensure the maximum benefit is reached in providing rehabilitation services to its patients and that the working environment is maintained to a standard that enables all staff to carry out their duties to the best of their abilities in a safe and healthy workplace.
- He/She will be expected to advise the Chief Executive and / or Board of Directors and Heads of Programmes, Departments and Services on key financial management issues and put in place appropriate strategies and systems to underpin an effective, progressive, flexible financial resource management philosophy and practice.
- The appointee will also be expected to represent the hospital at Financial Management and Service provision related forums outside of the hospital. It is expected that the appointee will possess the requisite skills of flexibility, vision, excellent communication, negotiation/persuasion skills with an attention for detail without losing sight of the big picture.
- In addition to being a hands-on practitioner, it is expected that the Director of Finance will contribute significantly to the strategic perspective of the hospital.
- He/She will be expected to keep abreast of all imminent developments in areas of Financial Management and Development.
- He/She will be expected to ensure that deadlines are met both to internal and external stakeholders.
- He/She will need to ensure that accurate attention is paid to detail and consistent adherence to finance policies and procedures.
- He/She will be expected to co-operate and work in harmony with other teams and disciplines in the hospital. He/She will be expected to treat service users with dignity and respect.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Maintain throughout the Hospital an awareness of the primacy of the patient in relation to all Hospital activities.
- Be responsible for leading the Finance Department consistent with the mission, vision, values and strategic plan as envisaged by the hospital.
- Be responsible for the integration and streamlining of all the existing systems within the Department including Cash Flow management, Accounts Receivable, Billing, Payroll/Superannuation and Procurement/Contract Management Functions.
- Develop, implement, maintain and evaluate internal control and internal check for the maintenance and enhancement of accounting systems and procedures in the Hospital.
- Create and promote healthy working relationships.
- Actively participate in continuing education and development activities consistent with the position.
- Identify and implement, in so far as is consistent with the position, operational processes to the standards of best practice.
- Demonstrate behaviour consistent with the Values of the Hospital.
- Be accountable for ensuring that the Finance function complies with all legal, ethical and moral standards placed upon it by legislation and custom and best practice.
- Achieve management of shortfalls within accounting standards, protocols or guidelines.
- Report to the Chief Executive/Deputy Chief Executive.

Specific Accountability

Outline of Duties and Responsibilities

1. LEADERSHIP

- 1.1 Lead and co-ordinate the work of the Finance Function, allocating staff according to patient needs, and best practice. Provide strategic leadership and direction to NRH's senior management from a finance perspective and input to overall strategic planning process.
- 1.2 Ensure the most effective and efficient deployment of available staff and resources.
- 1.3 Ensure that the accounting systems adequately support the needs of the hospital and in particular to provide support for the developing clinical programme structure/departmental costing structure.
- 1.4 Ensure that the Hospital's accounting systems, including computer records, are at all times accurate, up to date and complete and that information/reports are made available in a timely manner and comply with regulations impacting on the function.
- 1.5 Prepare and present, when required, monthly and annual financial reports for the Hospital, the Management Team, the Board and Heads of Departments as required.
- 1.6 Prepare the Hospital's statutory accounts for audit and liaise with the external auditors to ensure accounting procedures and practices are in line with internationally accepted accounting standards.
- 1.7 Ensure that the annual accounts and the management accounts are recorded accurately, appropriately and in a timely manner.
- 1.8 Liaise as necessary with the HSE/Department of Health/Department of Finance, Internal Audit/External Auditors, Comptroller and Auditor General on all queries/investigations.
- 1.9 Manage the Hospital's treasury function, ensuring that inflows and outflows are, as far as possible, controlled in such a way as to maximise the benefits to the Hospital.
- 1.10 Prepare regular working capital estimates and other returns that may be requested by the Department of Health.
- 1.11 Lead changes in work practices, procedures, techniques or technologies having regard to international accounting developments and in accordance with agreed core standards and best practice. Introduce and maintain systems for evaluating the service being provided by the finance function.
- 1.12 Promote positive working relationships with the finance team, Managers and staff throughout the hospital and the Executive.
- 1.13 Facilitate the arrangements necessary and participate where appropriate, in education and training of other Hospital staff as the need arises. This includes students at both undergraduate and post-graduate level.
- 1.14 Attend and participate at meetings as required by Hospital Management and keep staff briefed on developments in the Hospital.
- 1.15 Prepare monthly accounts (or as required) and brief the Board, Finance Remuneration and General Purposes Committee, Audit Committee, OMC, Heads of Department Committee and Hospital Executive on all financial matters.

2 FINANCIAL

- 2.1 In conjunction with the Contracts and Procurement Manager, define and implement the procurement and purchasing strategy for NRH so as to optimise quality and value for money, and harness appropriately the Hospital's purchasing power, whilst ensuring that NRH meets its obligations to comply with all appropriate internal and EU purchasing guidelines and regulations.
- 2.2 Formulate and implement of timely and accurate budgets, financial accounts, statements and reports in accordance with statutory, accounting and corporate governance requirement and best practice.
- 2.3 Ensure the development, implementation and ongoing monitoring of integrated and customer oriented financial planning and forecasting maximising of NRH resources.
- 2.4 Oversee the preparation of timely and accurate budgets, financial accounts, statements and reports in accordance with statutory, accounting and corporate governance requirements and best practice.
- 2.5 Lead the development, of funding plans and strategies to support the delivery of the Hospital's capital programme and other strategic projects.
- 2.6 Establish the culture of continuous improvement and innovation of process within the Finance team.
- 2.7 Oversee the actives of direct reports to ensure a high performing, well motivated and developed team which delivers the required results.
- 2.8 Ensure that expenditure in the finance function is controlled within agreed budgets/cash limits and in compliance with the Hospital's Financial plan.
- 2.9 Prepare budget estimates for the finance function including a planned programme for the replacement of capital equipment in conjunction with the Director of Estates and Facilities.
- 2.9.1 Maintain an Asset Register of appropriate equipment and/or oversee the maintenance of same.
- 2.10 Produce an annual departmental report for the finance function.

3 STAFF MANAGEMENT

- 3.1 Lead, by example, a professional, punctual and dedicated team.
- 3.2 Ensure that staffing levels and skill mix are appropriate and within the resource allocation.
- 3.3 Recruit, select and train staff with professional advice and support from the Director of Human Resources.
- 3.4 Create and promote open communications, healthy working relationships, and stimulate initiative among the finance team.
- 3.5 Motivate team members, by agreeing goals and objective, through performance review.
- 3.6 Identify and plan, with support from the Director of Human Resources, training and professional development for the finance team.
- 3.7 Maintain teamwork and, only when necessary, take action in accordance with the Hospital's disciplinary policy.

4 INFORMATION TECHNOLOGY

- 4.1 Commission integrated application software to support the operational and management systems for the finance function.
- 4.2 Ensure that the finance team make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation.
- 4.3 Collect, interpret and present data and information on the activities, staffing and expenditure of the finance function.

5 HEALTH AND SAFETY

- 5.1 Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act but also within the spirit of the Hospital's mission, vision and values, and that they are known and followed by the Financial Accounting team.
- 5.2 Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- 5.3 Being responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- 5.4 Keeping up to date with all relevant mandatory training for the department.
- 5.5 Participate in the Executive Management team out of hours on call rota.

Quality, Patient Safety & Risk Management

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE) , CARF/International Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Quality and Risk Management Department, clinical programmes and services in order to organise and assure implementation of

all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee name

Line Manager Name

Employee Signature

Line Manager Signature

Date

Date