



Yorkshire
& Humber
AHSN

Transforming Lives
Through Innovation



Head of Finance

May 2023

Head of Finance Recruitment Pack
including Job description and Person Specification

As an organisation we remain committed to improving the health and life outcomes of society. Our not-for-profit organisational structure is integral to our culture and values, ensuring our positive impact upon society remains at the heart of everything we do and how we do it.

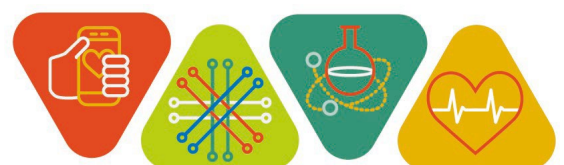
We act as a bridge between health care providers, commissioners, academia and industry. By connecting these sectors, we help to build a pipeline of innovative solutions for the health and care system: ensuring new products and services are supported by evidence and designed in collaboration. Our unique capabilities in the adoption and spread of evidence-led innovation ensures society can benefit from the latest health and care innovations at pace and scale.

Building upon our Academic Health Science Network (AHSN) origins we see ourselves as integral to a positive future for our region and a key contributor to the health and prosperity of the wider population. Our commitment to societal impact means we focus on the big health and care challenges of the population today and in the future.

The role of Head of Finance is crucial to our long-term plans and growth ambitions, overseeing all our financial activities and providing input into our strategic and operational decisions.

Join us and you'll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represents the communities we serve.

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us. We want people who look at our values and think.....yes, that's just where I want to be!





Our Purpose

Transforming Lives Through Innovation

Our Vision

To improve the health and prosperity of our region by unlocking the potential of new ideas

Our Mission for 2023-2028

Our knowledge, skills and expertise will demonstrate that we are world leaders in unlocking innovation to address current and future health, economic and societal challenges

Our 5-year Strategic Aims

- Strengthen Our Foundations
- Enhance Our Role & Reputation
- Be Fit for the Future
- Foster Connections
- Grow Our Region

Our Values



Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners



Always Learning

Every day's a school day. We're constantly searching for ways to excel and work tirelessly to build our expertise



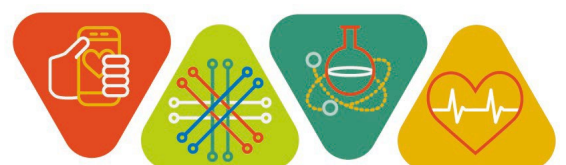
People People

We love catching up for a cuppa and a natter but, more than that, we're curious about what makes people tick



Energetic Pioneers

We find new things and ideas that can make a difference to the health of our region. This is what gets us out of bed in the morning





What we give our Head of Finance:

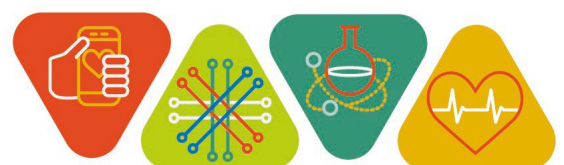
- Salary of **£60,000** with development to £69,692 depending on performance
- Flexible and agile working – staff mainly working from home although encouraged to attend team meetings in person wherever possible.
- 25 days holiday + statutory days
- 3 extra days to take between Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Open-plan head office in Wakefield at the side of Junction 39 of the M1
- Free parking at the head office
- All-staff away days
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Perkbox discount platform
- Electric Car Scheme
- Social events

How To Apply

We are currently recruiting for a permanent full-time, Head of Finance

If you are interested in the role and meet the requirements in the person specification, please apply by sending **a CV and a 1 page covering letter** explaining why the role interests you and why you want to work with us.

The CV and covering letter should be emailed to hr@yhahsn.com no later than 12 noon on **Wednesday 31 May 2023**. Late applications will not be accepted.



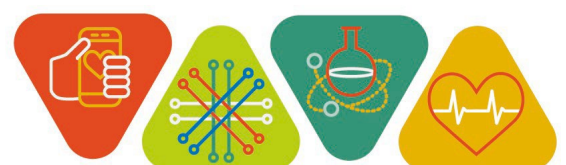


Head of Finance – Job description Overall Purpose of Role (Summary)

This role forms part of the organisation's extended Senior Leadership Team (SLTx). Responsibilities will include oversight of all financial activities, providing strategic input to assist key decision making and financial reporting and contributing to the organisation's growth activity. To implement process and policy improvements, ensuring financial controls remain robust and relevant.

Key Duties and Responsibilities

- Provide the Senior Leadership Team (SLT) and the Board of Directors with insight into the organisation's financial affairs, to enable informed and timely decision making. This includes preparing and presenting papers to the Board, Audit Committee and Remuneration Committee in line with the reporting schedule.
- Management of a small finance team (currently 2.5 FTE), including direct line management, support and performance development reviews (PDRs).
- Represent the organisation at internal and external meetings with stakeholders. Providing informed, professional and responsive approach to influence decision making.
- Engaging and working with our commissioners and our partners to ensure expectations are met and the organisation fulfils its financial requirements
- Lead annual budget setting process, including input into annual business planning and reports to commissioners.
- Oversight of quarterly management accounts and financial assurance reports. Ensuring all income and costs are recognised in line with accounting policies.
- Ongoing budget management, including reporting project expenditure, investigating variances, and ensuring change management process is adhered to.
- To provide financial direction on a day-to-day basis in support of the company's financial and business agenda.
- Responsible for oversight of all ledgers, expenses, reconciliations, cash management and banking transactions.
- Oversight of monthly payroll to outsourced payroll bureau.
- Ensuring appropriate contracts are in place with customers and suppliers, mitigating service failure risk.
- Take a strategic approach to potential funding opportunities to aid the organisation with sustainable growth, providing strategic input to financial modelling. Working with the Head of Strategic Partnerships and Growth to ensure opportunities are maximised.
- To provide financial advice, guidance and training on budgetary management and budget setting within the organisation, ensuring all staff are aware of their responsibilities and able to handle delegated budgets appropriately and in line with organisational policies
- Responsible for ensuring that a customer focused service is delivered, maintaining the highest possible levels of internal and external customer support and stakeholder management.





- Provide measured input into the Resourcing Committee, to ensure that resource can be deployed effectively and within budget. Working with others including the PMO and HR teams to ensure a joined-up approach to resource allocation and recruitment.
- To ensure that rigorous financial control is implemented across the company.
- Responsible for oversight and development of all financial policies and procedures, ensuring they are robust and relevant. Undertaking surveys or audits as necessary to continually improve. Implementing innovative solutions to create more time within the finance team.
- Oversight and accountability of the annual audit process, including planning, fieldwork, queries and reports to SLT.
- Manage relationship with all external stakeholders, including but not limited to the bank, auditors, HMRC, Companies House, customers and suppliers.
- Any other associated finance related activities as required.
- To support SLT with ad-hoc tasks.
- To deputise for the Deputy CEO in his/her absence on financial matters including attendance at meetings.
- Keep up-to-date on changes in financial regulations and legislation.

Special Requirements:

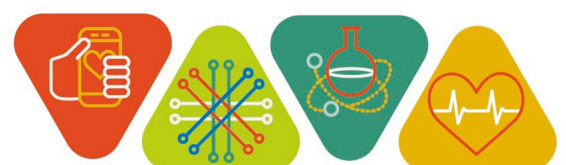
- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will routinely be expected to travel across the region, London and other locations to meet with members of the AHSN team, project stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the organisation to the CEO.
- Work efficiently and responsibly within all areas of the organisation in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the organisation.
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the organisation in the fulfilment of our aims and objectives.





Person Specification	Method of assessment
<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent – Essential • Qualified ACA/ACCA/CIMA/CIPFA – Essential 	<p>Certificates and interview</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • At least five years of relevant experience – Essential • Good understanding of accounting principles and HMRC rules – Essential • Demonstrable experience of Board reporting and operating at a senior level – Essential • Experience of managing a team of finance professionals - Essential • Excellent communication skills with experience of presenting financial information to non-finance colleagues – Essential • Attention to detail, able to analyse and interpret complex information – Essential • Proactive, able to integrate into the wider organisation – Essential • Experience of process improvement - Essential • Ability to manage own workload and that of a team to ensure strict timetables are adhered to – Essential • Comfortable dealing with ambiguity and uncertainty – Essential • Experience of working in a fast-paced, rapidly changing organisation with competing deadlines – Essential • Thrives on driving the business forward and supporting and enabling transformational change - Essential • Experience of working in a transforming SME with ambitious growth plans - Essential • Contract management experience – Desirable • Finance tender, grant and bid application experience – Desirable • Intermediate Microsoft Office experience, specifically relating to Excel, Outlook, Word and PowerPoint – Essential • Experience of using computerised accountancy packages – Essential (Xero – Desirable) 	<p>Application and interview</p>





Values and behaviours

- Have a passion for the work we deliver and resonate with our values - Essential
- The highest levels of integrity, honesty and the ability to maintain the highest levels of confidentiality – Essential
- Listens, involves, respects and learns from the contribution of others - Essential
- Uses evidence to make improvements, seeks out innovation - Essential
- Actively develops themselves and others – Essential
- Committed to diversity, equality and inclusion - Essential
- Demonstrable commitment to partnership working with a range of external organisations - Essential

Application and
interview

