



Head of Finance x 3

Candidate Pack

August 2025

About NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives, and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 19,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond. Our Trust spans over three sites including Queen's Medical Centre (QMC), Nottingham City Hospital and Ropewalk House.

We provide a range of national and internationally renowned specialist services, and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

Recent years have been challenging. Alongside our continued recovery from Covid, our maternity services are subject to an independent review, and we must do more to improve our culture. We have seen improvements in many areas already and continue to be more focused than ever on making sustained improvements across our services.

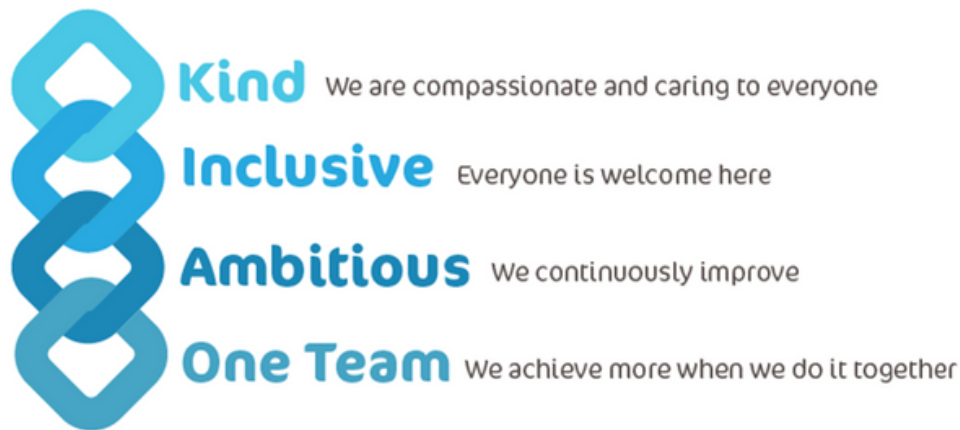
As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the QMC and City Hospital, we are currently building a brand-new 70-bed NHS rehabilitation facility on the Stanford Hall Rehabilitation Estate near Loughborough which aims to transform rehabilitation provision in England.

We are also the current home of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency departments at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

Our Values & Behaviours

At Nottingham University Hospitals NHS Trust (NUH), we are committed to creating outstanding care and becoming an employer of choice. To achieve this, our values and behaviours serve as the guiding principles that shape our culture and define who we are. Our 4 values are:



Questions to ensure candidates meet with our values and behaviours are embedded into all our interviews. As such it would be highly recommended that candidates familiarise themselves with the detailed behavioural expectations in the 'The Way We Work Together at NUH' document found here; 2024 - **New Values and Behaviours - guide to the way we work together 1.pdf**



Priority One: Quality patient care

We will work together to deliver high-quality care for our patients, families, carers and communities.



Priority Two: Patient flow

Patients will consistently receive timely care and there will be no avoidable delays.



Priority Three: Retention and Recruitment

We will become the employer of choice by creating an environment that supports the recruitment and retention of staff.



Priority Four: Retention and Recruitment

We will create a culture where staff feel safe, supported and included, where individual differences and variety is valued and where everyone has equal access to the same opportunities.



Priority Five: Financial sustainability

We will be financially secure, making best use of resources that contribute to a sustainable healthcare system.

NUH Finance Department

Finance has a vital role in the delivery of NUH's ambition to be outstanding in health outcomes and patient and staff experience.

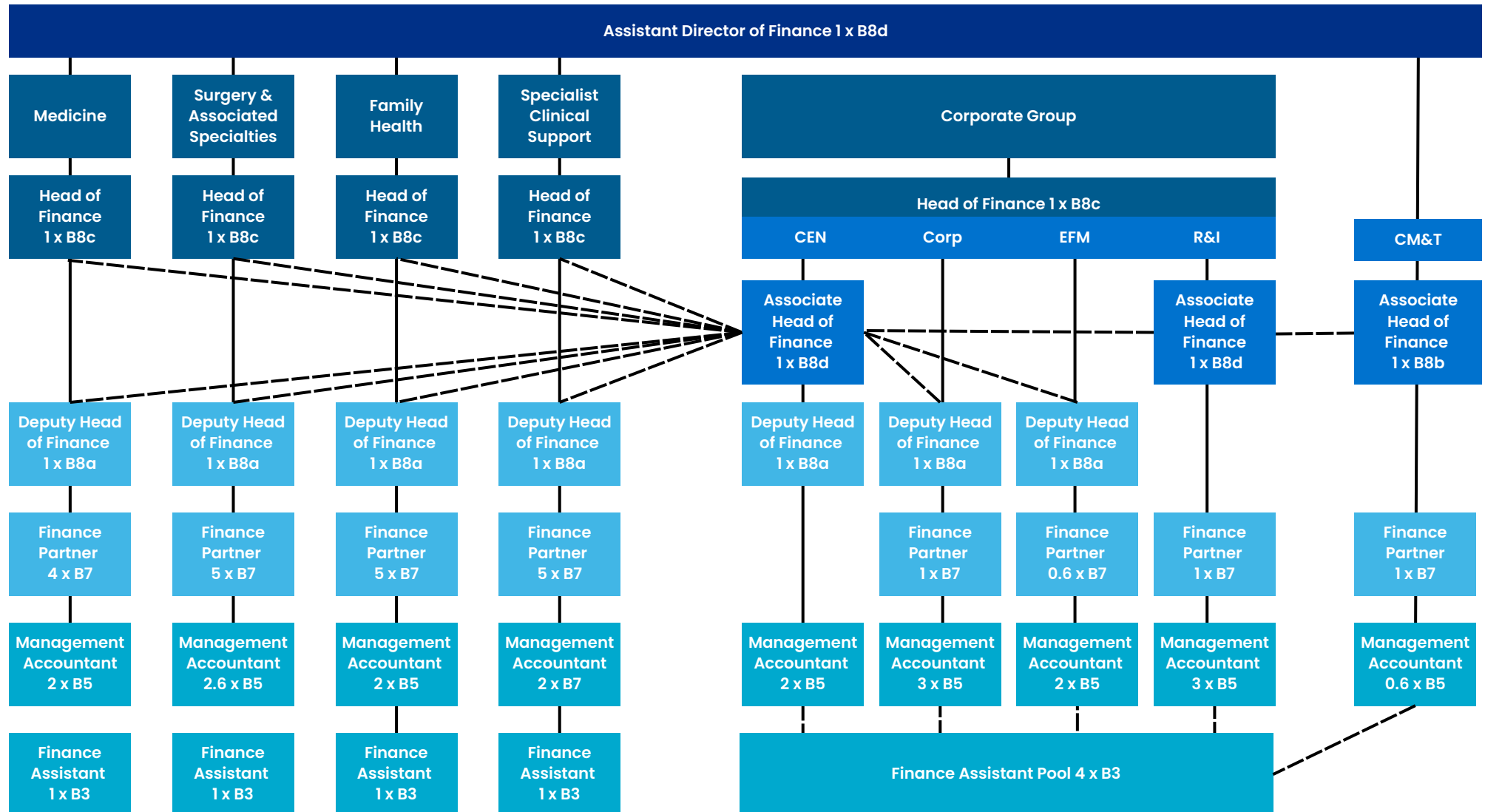
The Finance department at NUH is undertaking an exciting improvement journey, this role is an integral part of the changes being made across the entire department to support the Trust strategic objective of financial sustainability.

You will be joining a team that has the ambition to become one of the highest performing NHS finance functions in the country through the utilisation of modern systems and supporting our staff to become experts in their field across the organisation and wider Nottinghamshire Integrated Care System. We demonstrate this ambition daily through investing in training and development of our people to become the best they can.

NUH has developed a two-year financial improvement plan to rapidly return the organisation to a strong financial position. The 2025/26 financial year is the second year of this plan. To achieve the Trusts challenging programme of material financial and productivity improvements requires significant oversight and senior leadership from the wider finance department and the Assistant Director of Finance – Financial Improvement.



Structure Chart



Finance & Procurement Department Functions

The NUH Finance department includes:

- Financial services (including technical accounting, transactional services and tax)
- Financial management (including annual budget setting, business partnering, supporting CIP identification and delivery)
- Capital (including management of the Capital Resource Limit)
- Contracts & Commissioning (including Contract management and Income accounting)
- Financial Improvement (including and financial efficiency and productivity through quality improvement and waste reduction)
- Costing (including SLR, PLICs, finance support of WAVE programmes and benchmarking)
- Financial Planning and Strategy (including short- and medium-term financial planning and the financial elements of strategic business cases)
- Procurement & supply chain (including category management, materials management and inventory management)

Job Summary

The aim of the role is to provide proactive financial leadership of the highest possible standard to the relevant care group and corporate areas, advising on all aspects of financial management including income recognition and CIP delivery and driving forward business development opportunities. The role requires the individual to ensure processes and actions are consistent across different sites and teams working with the Financial Management Department to ensure consistency and maximise the use of the tools provided through NHS SBS. The role is responsible for the operational finance of the relevant Care Group and Corporate areas, and will work with the central and wider financial management team to provide routine reporting, analysis and transactional delivery, which will provide the foundation for the insight and financial decision making of the operational and clinical team they support.

This is a high profile post integral to the success of the organisation. The post holder is expected to work at a high level in the organisation, working within a complex and fast moving part of the organisation. They will need to demonstrate credibility with the Trust Directors, Senior Management Team and Clinicians, and at a senior level with both internal and external stakeholders. The post holder will form part of the Trust's Finance Leadership Team.

Reporting to the Assistant Director of Finance – Financial Management, the post holder will:

- Be accountable and take responsibility for the development of true business partnering within their assigned care group and corporate areas. To develop long-term productive relationship with the care group leadership and wider Financial Management department while acting as a trusted advisor, influencing strategic decision making for their responsible portfolio.
- Be required to provide advice to senior managers on complex business cases within the assigned care group and corporate areas. This will involve integrating with the senior management team of the care group, assisting in the production of annual financial plans, devising cost improvement programmes, monitoring against the plans in year, producing financial forecasts and recovery plans as required.
- Be responsible for overseeing the preparation of robust forecasts to be agreed with the care group and corporate leadership. Including developing the operational and strategic final plans and the identification of risks and mitigating actions within such plans.
- Also have a senior role in the financial performance management of the care group and corporate areas and be expected to challenge, influence and advise on the activity of the division in order to improve the efficiency, effectiveness and value for money of the Trust's departments.
- Be required to lead on the effective application of multi-disciplinary working and develop cohesive key working relationships with other members of teams across the local health economy.
- Provide senior line management and leadership to the relevant Care Group and corporate finance team and other operational Finance Management staff, and will be responsible for staff performance management and recruitment for all direct report staff. The post holder will be responsible for their own and their team's professional development.

The post holder will deputise for the Assistant Director of Finance on all matters relating to the financial management of their portfolio.

Job Summary

Key Relationships

Internal – Finance Directorate staff, Executive Directors, Care Group leadership teams, General Managers/Clinical Directors and senior departmental managers, budget holders.

External – Finance staff in Trusts/ICB's/NHSE/I / Department of Health, Internal and External Audit

Job Responsibilities:

Strategic Responsibilities

- Provision of financial and commercial advice and insights to achieve the strategic and operational goals of the Care Group, Corporate areas and wider Trust. Provision of advice, guidance and support to business leaders and clinicians, enabling and influencing decision-making to achieve optimal performance
- Identification of issues to be addressed by the Board, Executive Team or Care Group/Corporate Management
- Ensure advice is consistent across the financial management department ensuring shared learning and development of a one trust approach.
- Work in collaboration with the Financial Management department to continuously identify and improve the effectiveness of accounting systems and financial reporting contributing to the services financial sustainability plan and developing efficiencies, consistency and centralisation of processes where appropriate
- When necessary deputise for the Assistant Director of Finance on financial management matters

Financial Management

- To have overall responsibility for all aspects of financial management within the allocated Care Group / corporate area in conjunction with the Associate Head of Financial Management.
- Review and approve for distribution the monthly performance reporting packs for the Care Group and corporate areas
- Provide financial advice and support to the Executive team and senior management within the Trust translating complex and technical financial issues into meaningful management information.
- Monitor non-financial performance indicators (e.g. length of stay, theatre utilisation) to identify areas where the use of resources can be improved. Work with operational managers and clinicians to improve productivity and demonstrate the impact of this on financial performance.
- Where performance differs from plan, develop recovery measures in consultation with Care Group and corporate areas leadership.
- Contribute to the evolution and development of Care Group reporting, in collaboration with the Associate Head of Financial Management.

Job Summary

Improving Value

- Work with the care group and corporate senior management, to develop efficiency schemes in accordance with overall trust and national requirements, identifying opportunities and provides financial, support, advice and direction.
- Ensure there are robust, credible and effective short-, medium- and long-term plans in place to deliver the service improvement programme, and that appropriate resources are available to support delivery of the programme.
- Assess, monitor and review the delivery of efficiencies and associated financial benefits, working with Care Group and corporate areas to address any issues.
- Ensure that the financial content is developed for PIDs for schemes that will be taken forward.
- Promote and maximise the use of PLICS to identify and develop transformational efficiencies.

Planning, budgeting and forecasting

- Lead on the provision of finance/business planning advice in relation to strategic planning, service redesign/modernisation proposals and new business for their specific division.
- Lead on the annual budget setting process for the Care Group and corporate area, including the setting of objectives to achieve key performance targets in order to meet the Trusts business and financial objectives. Identify, co-ordinate and quantify Service Developments, Cost Pressures, Improving Value Programmes and Capital Bids to support the annual objectives. Ensuring deadlines set by the Associate Head of Financial Management are met and can be incorporated by the reporting team.
- Review and approve amendments to budgets, including any amendments to the next year base budget.
- Ensure that financial forecasting is robust and provides effective early warning to the Care Group and Corporate area of potential future problems and enabling financial risks to be effectively managed.
- Where forecast out-turn deviates from plan, lead the process of preparing a financial recovery plan.
- Ensure budgets are approved and signed off before the start of the financial year.

Business Cases

- To take overall responsibility for the financial element in business cases, to coordinate input and sign off any detail to enable sign-off from the Care Group and corporate area in the development of the case.
- Ensure the financial elements reflect the case and meet the required quality standard set for the Financial Management function.

Job Summary

- Lead review of the accuracy of financial analysis and triangulation of highly complex data from a variety of sources. Ensure the application of recognised investment appraisal techniques to facilitate decision making and ensure that developments withstand robust financial scrutiny.
- Present business cases alongside operational colleagues to the relevant approval groups on the financial consequences of different options.
- Lead training sessions for finance and non-finance staff on financial issues, including e-learning and the Trust finance training courses, ensuring consistency with the standards and training materials set for the Financial Management function

Leadership/Management

- Be the senior line manager for the relevant Care Group / Corporate Financial Management Team and provide strong leadership and management across the team.
- To provide senior management and leadership to the wider Financial Management Team including responsibility for staff development to enable them to perform to best of their abilities
- Assist the Head of Finance – Financial Management to regularly review the workload/capacity in the department, where volume of work is unpredictable and externally driven, making judgements about how the work will be best managed.
- To assist in the review of staffing resources for the service in conjunction with the wider team and Trust strategic goals to ensure that longer term staffing needs, skills and personnel are built into the staff recruitment and retention strategy.
- Ensure that all managed staff meet their statutory and mandatory training and appraisal requirements, ensuring personal development plan are in place.
- Ensure that the service runs effectively during absence due to sickness or annual leave.
- To support team members when dealing with distressing information, signposting them to Occupational Health and wellbeing support available
- Effectively manage staff under Trust HR policies and procedures as required.
- Create a culture where staff feel empowered and accountable for service improvement at local level.

Working Conditions

Office conditions and prolonged periods of VDU / computer use.

The financial management department is based at City Campus however travel between other sites may be required.

This work requires frequent use of a computer for extended periods of time. There will be long periods of concentration needed when typing, working on data analysis and working on reports. Stakeholder engagement and visible leadership is essential therefore a reasonable proportion of time will be spent in service areas or delivering in person training.

Job Summary

General Duties (applicable to all roles within NUH).

- All employees at Nottingham University Hospitals NHS Trust are expected to adhere to the following general duties, in addition to the key job responsibilities detailed in their job descriptions

Infection Control

- All Staff: To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.
- All Senior/Clinical Managers: Minimise infection risks and implement the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. Ensure that evidence-based practices are embedded into daily routines.

Safeguarding

- Children, Young People and Vulnerable Adults: Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

- Record Keeping: All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy as well as other Health Records and Corporate Records Management policies.

Health and Safety

- Personal Responsibility: Take reasonable care to prevent injury to yourself and/or others who may be affected by your actions or omissions.
- Policy Compliance: To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.
- Reporting Issues: Report any health and safety shortcomings to your manager immediately.
- Incident Reporting: Report any accidents or dangerous incidents to your immediate manager & safety representative as early as possible and submit a completed accident/incident form.
- Protective Equipment: Ensure the use of protective clothing and equipment where provided.
- Safety Concerns: Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Job Summary

Governance

- Participation: To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved

Health & Wellbeing

- Self-Care: All NUH employees are expected to take reasonable steps to look after both their physical health and mental health. To support this, NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.
- Manager Support: Line managers should encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and appointments.

General Policies Procedures and Practices

- Compliance: To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

Job Revisions

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Person Specification

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's "We are here for you" behavioural standards		I
Training & Qualifications	CCAB qualification with significant Post Qualification Experience. Educated to Masters Degree Level or equivalent experience. Significant Evidence of Continued Personal and Professional Development.	Project Management training / qualification Leadership training / qualification	A, I
Experience	Significant knowledge of the leadership and management context of the NHS, the NHS financial systems and of financial system and processes necessary for delivering excellence in healthcare. Significant expert knowledge of public sector Financial Accounting policy.	Experience of working in large and complex NHS organisation or organisation with equivalent complexity Experience of working with NHS Shared Business Services	A, I

Person Specification

	<p>Significant track record of management experience at middle/senior management level in the NHS or other public healthcare related environment.</p> <p>Occasional exposure to Board /Executive meeting environments taking part in discussions.</p> <p>Significant experience of translating national agenda/direction/policy locally to achieve necessary 'buy in'.</p> <p>Demonstrable experience of successfully leading delivery of priorities/outcomes in a highly complex partnership environment.</p> <p>Demonstrable experience of delivering presentations to large groups of stakeholders relevant to this role in potentially sensitive environments.</p> <p>Demonstrable experience of developing and leading programmes of major change.</p> <p>Experience of developing and leading new teams, motivating and inspiring people to work together to achieve common objective and priorities.</p> <p>Demonstrable experience in leading and prioritising delivery against budgets and working within financial constraints.</p>		
--	---	--	--

Person Specification

	<p>Experience/knowledge in risk management.</p> <p>Demonstrable negotiation skills and contract monitoring.</p> <p>Advanced ability to use Excel, Word PowerPoint and Financial accounting packages.</p>		
Communication and Relationship Skills	<p>Strong interpersonal and communication skills with staff at all levels using from the full range of methods as appropriate.</p> <p>Ability to communicate and disseminate highly complex and contentious financial information and concepts to a corporate stakeholder level with tact and diplomacy.</p> <p>Significant ability to provide informative reporting to governing body, Boards and Committees on progress against strategic and operational outcomes and associated impact.</p> <p>Ability to prepare and produce concise yet insightful communications for disseminations to senior stakeholders.</p> <p>Significant ability to formulate arguments and express them clearly to lay people and to persuade clinicians and senior management over a course of action.</p>		A, I

Person Specification

	<p>Demonstrable persuasion, influencing and conflict resolution skills.</p> <p>Be able to add value to finance function and the organisation as a whole through relating experience, direction setting and innovative thought.</p> <p>Actively seeks to develop services to meet challenges of a changing environment.</p> <p>Experience of people management, coaching and mentoring support.</p> <p>Evidence of successfully leading, developing and motivating staff.</p>		
Analytical and Judgement Skills	<p>Significant ability to analyse and interpreted highly complex data, facts or situations to interpreted these and make reasoned and logical deductions, compare a range of options and formulate plans.</p> <p>Significant ability to analyse highly complex issues where material is conflicting ad drawn from multiple sources and where there are barriers to understanding.</p>		A, I

Person Specification

	<p>Demonstrable experience of using sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate.</p> <p>Ability to prioritise own and staff workload and to work to tight deadlines.</p> <p>Evaluates quality of own and others work and suggest improvements as appropriate.</p>		
Planning and Organisation Skills	<p>Significant ability and experience of plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.</p> <p>Significant ability and experience of analysing highly complex numerical and written data, assess options and draw appropriate conclusions using problem solving skills.</p> <p>Demonstrable ability to act upon incomplete information, using experience to make inferences and decision making.</p> <p>Demonstrable ability to work effectively between strategic and operational activities where required.</p>		A, I

Person Specification

Physical Skills	Requirement to sit for long periods during meetings maintaining high levels of concentration and interaction.		A, I
Other requirements specific to the role (eg be able to drive or work shifts)	<p>Possess a confident and positive attitude and be self motivated.</p> <p>Personal attributes include emotional intelligence, resilience, tenacious and agility and flexibility, able to respond to competing demands as they arise.</p> <p>Role model core behaviours including equity and diversity and maintaining a professional image at all times.</p> <p>Ability to travel across sites independently and occasional across the region or beyond.</p>		A, I

Perks & Benefits Package

As a trust, we want all our staff to flourish and thrive at NUH and in order to foster this environment, the staff wellbeing team have created a series of workshops, seminars and events to support your growth as individuals. This includes;

- Staff gym, Pilates and yoga sessions
- Financial advice
- Weight management courses & health checks
- Mindfulness courses & mental health workshops/seminars
- Bike maintenance sessions

This incredible prospectus allows you take a break from you day to day work schedules to focus on your mental and physical wellbeing.

Annual Leave 27-33 days & bank holidays	Flexible Working	Hybrid Working	NHS Fleet Solutions
Vivup	Research & Innovation	Staff Networks	Onsite Day Care Facilities (child care)
Subsidised Staff Meals	NHS Discount/Blue Light Card	Travel to Work - Free Bus & Tram	Staff Wellbeing Offer
Health Checks	Mental Health	Yoga/Gym/Pilates	Financial Advice
	Cycle to Work	Staff Awards	

Staff benefits help us thrive in the workplace. We value our staff and prioritise their happiness and wellbeing, which is why we offer a comprehensive range of rewards and benefits. Find out how a move to our organisation will not only benefit your career, but benefit your mental, physical and financial wellbeing.

Equality, Diversity & Inclusion

We work to ensure that all staff, patients and carers:

- are committed to equality of opportunity, treatment and behaviour
- have equal access to employment, promotion and development
- have equal access to services
- have their needs considered as we develop services

This means that equality and human rights are:

- embedded in our business planning
- fully considered within our governance structures
- part of the personal development of all staff



Contact Us

Matthew Swindell

Manager

07717 774701

matthew.swindell@castlefieldrecruitment.com

Castlefield Recruitment

Afflecks, Fourth Floor

Oldham Street

Manchester

M1 1JG

www.castlefieldrecruitment.com