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**Grade VIII Finance Manager, Wexford General Hospital**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Grade VIII Finance Manager, Wexford General HospitalGrade Code 0655 |
| **Campaign Reference** | IEHG.FM.WGH.0619 |
| **Closing Date** | 5pm Tuesday 25th June 2019 |
| **Proposed Interview Date (s)** | June/July 2019 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | Ireland East Hospital Group |
| **Location of Post** | Wexford General Hospital |
| **Informal Enquiries** | Lily Byrnes, General Manager, Wexford General Hospital**Phone No:** 053 9153156 **Email:** lily.byrnes@hse.ie  |
| **How to apply** | **Please return your completed application form to:**Paula Lawler, Group Director of Human Resources, Ireland East Hospital GroupEmail: recruitment@iehg.ie  |
| **Details of Service** | Wexford General Hospital is part of the Ireland East Hospital Group. The aim of the Hospital is to deliver a quality driven people centred service to the population of County Wexford and surrounding counties.  The Hospital has 262 beds (225 inpatient, 37 day beds and a 10 bedded Medical Assessment Unit) and provides a range of services, on a 24 hour basis.Services provided are:Medical - inclusive of Coronary Care Unit, Surgical, Paediatrics, Obstetrics, Gynaecology, Oncology, Radiology, Acute Medical Assessment Unit, Emergency Department, Out-Patients, Endoscopy Suite and Intensive Care Unit and Day Hospital at Ely Hospital campus.The academic partner affiliated to WGH is UCD, with nursing and midwifery students from UCD and WIT (Waterford Institute of Technology).  |
| **Reporting Relationship** | Lily Byrnes, General Manager, Wexford General Hospital |
| **Purpose of the Post**  | To ensure the highest standards of financial reporting and support in compliance with best practice in terms of financial processes, procedures and controls |
| **Principal Duties and Responsibilities** | * Preparation of monthly management accounts for reporting to Senior Management at local hospital level and the IEHG.
* Analyse and monitor actual performance against budget and investigate major variances.
* Provide monthly forecast updates based on the monthly results
* Prepare Finance section of Annual Service Plan incorporating the budgets for the hospitals & services
* Liaise with Finance Unit of WGH, IEHG/HSE Corporate and other external agencies on the provision of financial data and reports.
* Develop the reporting system to support the devolution of clinical and departmental budgets.
* Assume lead responsibility for the on-going development of Activity Based Funding incorporating Specialty/Patient level costing function.
* Develop Value-for-Money and income generation initiatives
* Participate in the development and implementation of new systems within Finance and other departments within Wexford General Hospital.
* Liaise with HSE Internal Audit and External Auditors in respect of annual and periodic audits. Ensure adherence to prevailing internal control policies, National Financial regulations etc
* Liaise with HBS Procurement on all aspects of inventory management
* Prepare ad-hoc costing exercises, as required, to support evaluation of existing services & processes as well as planned developments and proposals
* Ensure appropriate Financial Governance and Internal Financial Controls are in place
* Ensure compliance with all legislative and revenue requirements
* Participate in both IEHG and National Accounting initiatives
* Ensure Clinical coding is maintained up to date and on a timely basis
* Ensure that billing for patient services is completed in a timely fashion and that cash is collected from PHI Companies within the terms of the MOU
* Participate on the National IFMS Project as required
* Manage the performance of any assigned staff or teams

**Other*** Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* To act as spokesperson for the Organisation as required
* Demonstrate pro-active commitment to all communications with internal and external stakeholders

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:** * Membership of a recognised or prescribed accountancy body such as ACCA, CPA, ACMA, CIMA, ACA or equivalent
* Relevant senior post-qualification experience in a large complex organisation with multiple stakeholders
* Demonstrate experience of finance and budgeting systems in a large computerised organisation.

**Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character.**Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Other requirements specific to the post** | A flexible approach to working hours is required in order to ensure deadlines are met. Access to appropriate transport to fulfil the requirements of the role which will involve travel to hospitals within the IEHG. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**Demonstrate:* Knowledge of managing a significant annual budget
* Knowledge of case mix process/patient level costing or equivalent Activity Based Costing (ABC) systems;
* Knowledge of General Accepted Accounting Principles (GAAP) and Financial Regulations
* Knowledge and understanding of Activity Based Funding
* Knowledge and experience of dealing with complex data in a large organisation and working independently
* Knowledge and experience of using Microsoft Office suite of applications including advanced competency in Excel.

**Managing and Delivering Results (Operational Excellence)**Demonstrate:* Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results
* A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships.
* The ability to work on a self-directed basis
* Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money
* Strong evidence of excellent financial planning and expenditure management
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment

**Critical Analysis, Problem Solving and Decision Making:**Demonstrate:* The ability to evaluate complex information from a variety of sources and make effective decisions
* Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources
* Considers the impact of decisions before taking action
* Anticipates problems and recognises when to involve other parties (at the appropriate time and level)
* Makes timely decisions and stands by those decisions as required
* Effective problem solving in complex work environments

**Leadership , Direction and Teamwork skills**Demonstrate:* Effective leadership in a challenging and busy environment including a track record of innovation / improvements.
* Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.
* Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources.
* Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion
* Evidence of being a positive agent of change and performance improvement
* Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives

**Building and maintaining Relationships/Interpersonal/Communication Skills**Demonstrate:* Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups.
* A track record of building and maintaining key internal and external relationships in achieving organisational goals.
* The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation.
* The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience
* Excellent written communication skills including the ability to produce professional reports.

**Commitment to a Quality Service**Demonstrate:* An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected
* An ability to cope with competing demands without a diminution in performance
* Places strong emphasis on achieving high standards of excellence
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Ireland East Hospital Group / Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.****This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.** |

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**Grade VIII, Finance Manager**

**Wexford General Manager**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Ireland East Hospital Group / Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: €67,135, €67,738, €70,289, €72,848, €75,389,€77,940, €80,475 (1/10/18 LRA) |
| **Working Week** | The standard working week applying to the post is 37 hours.HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local **SSSS**.  |
| **Ethics in Public Office 1995 and 2001****Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,135 as at 01.10.18)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,135 as at 01.10.18) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)