

Service	Orkney Health and Social Care Partnership
Head of Service Area	Chief Officer, IJB/OHAC
Service Manager Area	Integration Joint Board (IJB)
Job Title	Chief Finance Officer – Integration Joint Board (IJB)
Location	Council Offices
Reporting To	Chief Officer, Orkney Health and Social Care Partnership
Grade	N
Job Evaluation	A4996
Competency Band	C2

Job Purpose

To provide financial leadership, high quality professional advice, and the commissioned services of the Orkney Islands Council (OIC), strategic forward looking finance options and decision support to the Chief Officer and the 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 for both the IJB and the commissioned services of the OIC.

Responsible for the provision of strategic financial advice and support to the Integration Joint Board and Chief Officer and for the financial administration and financial governance of the IJB.

The post holder is the Accountable Officer for financial management and administration of the IJB, and the commissioned services of the OIC, which includes assuring probity and sound corporate governance and responsibility for achieving Best Value.

Job Specific Duties and Responsibilities

Responsible for the administration of Integration Joint Board’s financial affairs appointed under section 95 of the Local Government (Scotland) Act 1973, and the financial administration of the commissioned services of the OIC.

Key member of the Senior Management Team, helping it to plan, develop and implement business strategy and to resource and deliver the IJB’s strategic objectives sustainably and in the public interest.

Accountable to the Integration Joint Board for the planning, development and delivery of the IJB’s three-year financial strategy.

Take the lead in long term financial planning for the Orkney Health and Social Care Partnership, managing the budget setting process and ensuring delivery of a balanced budget for both the IJB and the OIC commissioned services.

Is a Non-Voting Member (Professional Advisor) of the Integration Joint Board.

Actively involved in, and able to bring influence to bear on, all material business decisions, policy, strategy and other initiatives to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the IJB's strategic priorities.

Leads the promotion and delivery by the IJB of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

Provides expert advice and guidance on all financial matters to the Chief Officer, IJB, Chief Social Work Officer and the OIC commissioned services and contribute to strategic decision making.

Establish and implement effective financial management and monitoring arrangements for both the IJB and the OIC commissioned services.

Ensure full and proper completion of all accounting processes and of all statutory reports and financial statements including the preparation and presentation of annual budget statements.

Develop, implements and enforces policy related to financial governance.

Ensure completeness and accuracy of all financial information and reports.

Responsibilities for financial management and administration of the IJB and the OIC commissioned services which includes assuring probity and sound corporate governance and responsibility for achieving Best Value.

Support the IJB Chief Officer in delivering the Risk Management Strategy and the Head of Strategic Planning and Performance in delivering the performance reporting frameworks.

Responsible for formally reporting on a quarterly basis to the Board on the development and progress of risk management, and for ensuring that the Risk Management Strategy is implemented and evaluated effectively.

To act as the primary liaison contact with Internal and External Audit on the internal and external audit processes.

Act as the primary liaison contact with the Scottish Government on any financial returns or queries.

Responsible for preparing the Board accounts (including gaining the assurances required for the governance statement) and financial planning (including the financial section of the Strategic Plan) and provides financial advice and support to the Chief Officer and the Board ensuring compliance with statutory reporting requirements as a body under the relevant legislation, including the Annual Financial Statements.

Work with the Orkney Islands Council Section 95 Officer and NHS Orkney Director of Finance to ensure both organisations work together to develop systems which shall allow the recording and reporting of the Board's financial transactions.

Respond to the decisions of the Board and the principles of financial governance that have been set out in the Integration Scheme.

Establish and implement the financial and resources strategy in support of the overall Strategic Plan of the IJB and the OIC commissioned services.

Develop and implement a robust and comprehensive financial management regime for the IJB and the OIC commissioned services.

Establish a robust corporate financial governance framework to ensure effective governance of the IJB.

Look at more effective ways to improve service and encourage others to develop new ideas and new ways of working and to manage change effectively.

General Duties and Responsibilities

Working Environment

The post holder will predominately be office based / indoors / will involve travelling between locations. They will also be expected to attend Chief Finance Officer Meetings on a regular basis and any national events which is relevant to the role.

Communication

The post holder:

Ensures that appropriate, sufficient and effective communication channels are established.

Ensures that up-to-date information is shared timeously and effectively with all stakeholders both within and out with the IJB, Partners and Third Sector.

Ensures that information is communicated accurately, clearly and concisely.

Ensures that communication is open and honest.

Ensures that feedback, advice and instruction is provided constructively.

Deal with a wide variety of internal and external stakeholders which may be on an individual or group basis and include verbal, written and presentational skills.

Informing, influencing, negotiating, and encouraging the delivery of agreed actions which will involve obtaining and assimilating complex information from a variety of sources, sometimes from difficult people, and presenting this in a simple and understandable format.

Responsibility for Employees

The post holder will be responsible for management of a small team including instructing day to day duties and ensuring quality and accuracy of work. The post holder also has responsibility for applying Council / NHS Orkney's personnel policies, procedures and practice.

Financial Resources

The post holder will be held to account for the use of the financial resources allocated to the Board for the delegated functions that shall be managed by the Chief Officer.

They will be responsible for the administration of the financial resources delegated to it and will discharge this duty by:

Establishing financial governance systems for the proper use of the delegated resources.

Ensuring that the Strategic Plan meets the requirement for best value in the use of the Integration Joint Board's financial resources.

Ensuring that the directions to the Health Board and Local Authority require that the financial are spent according to the allocations in the Strategic Plan.

The baseline budget delegated to the IJB from the partners for financial year 2023/24 is £61.2 million.

Information Systems

The post holder will be required to manage and control a range of computerised financial systems across the Council and NHS to an advanced level of complexity. Production, design and development of accurate reports, and financial information daily. Able to manipulate large amounts of data and produce meaningful and well-presented reports.

Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies.

Be aware and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

- This post does not require a check on criminal conviction history
- Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role

Task	Relevant ✓	Task	Relevant ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	

Night working		Working in static and/or awkward positions	
Work with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Requirement to use physical restraint techniques	
Other (please specify)			

Politically Restricted Post

Yes No

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Knowledge.

- General Teaching Council for Scotland (GTCS)
- Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- The Law Society of Scotland
- The Chartered Institute of Personnel and Development (CIPD)
- Other, please specify below: AACA, CIPD or Other CCAB body

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Orkney Health and Care		
Head of Service Area	Chief Officer (IJB/OHAC)		
Service Manager Area	Integration Joint Board (IJB)		
Post Title	Chief Finance Officer – Integration Joint Board (IJB)		
Factor	Criteria	Essential / Desirable	How Assessed
Experience	Significant experience in providing financial advice to staff from all levels within a large complex organisation.	Essential	Application Form/ Interview
	Significant experience of overseeing the production of annual accounts of a large and complex organisation.	Essential	Application Form/ Interview
	Significant experience in the monitoring, maintenance and management of budgetary control systems.	Essential	Application Form/ Interview
	Significant experience of managing significant financial resources including financial planning, monitoring, control and reporting.	Essential	Application Form/ Interview
	Significant experience of business planning.	Essential	Application Form/ Interview
	Significant experience of critical appraisal.	Essential	Application Form/ Interview
	Significant experience of numeracy/ data interpretation, analysis and presentation.	Essential	Application Form/ Interview
	Experience of working at a senior level in a political environment within health service and/or local authority.	Desirable	Application Form/ Interview
	Experience of Local Government/NHS Finance processes.	Desirable	Application Form/ Interview
	Experience of working within a political environment at Board Level.	Desirable	Application Form/ Interview
Experience of strategic planning and corporate working.	Desirable	Application Form/ Interview	
Experience of leading and delivering successful partnership projects and improvements.	Desirable	Application Form/ Interview	

	Demonstrates knowledge and awareness of current national developments, legislation and industry best practice.	Desirable	Application Form/ Interview
	Demonstrates knowledge and awareness of Orkney's circumstances and future.	Desirable	Application Form/ Interview
Knowledge	This post requires a level of knowledge which must be evidence via a relevant professional qualification /diploma and over 5 years previous relevant experience.	Essential	Application Form/ Interview
	Professional qualification required in this role is: Fully qualified Accountant, holding full professional registration with ACCA, CIPFA or other CCAB body.		
	Evidence of relevant Professional and personal CPD.	Essential	Application Form/ Interview
	Management qualification.	Desirable	Application Form/ Interview
Other Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening Question

Core Competencies – These are the target behaviours the post holder should display
(Competencies are Essential criteria and are assessed as part of the interview process)

Being Customer/client focused	<ul style="list-style-type: none"> • Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs.
Working effectively with others	<ul style="list-style-type: none"> • Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views. • Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.

Managing Change	<ul style="list-style-type: none"> • Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same.
Taking ownership and responsibility	<ul style="list-style-type: none"> • Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments.
Communicating effectively	<ul style="list-style-type: none"> • Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations. • Is highly self-aware and sociable, buoyant and positive when communicating with others.
Planning and decision making	<ul style="list-style-type: none"> • Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions. • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly.
Leadership	<ul style="list-style-type: none"> • Motivates and drives teams to achieve service objectives. • Stimulates challenge and constructive debate within the team. • Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities. • Ensures constructive review takes place rather than apportioning blame. • Leads without interfering, steps back and trusts people. • Reinforces acceptable behaviours and values of the Council. • Takes equal responsibility for the team's success and failures.
Managing performance and developing others	<ul style="list-style-type: none"> • Holds managers accountable for their own and team performance. • Encourages suggestions from managers/people to improve systems and processes. • Ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change.

	<ul style="list-style-type: none"> • Actively encourages and helps managers/people realise their potential and career aspirations. • Sets team objectives and instils desire to exceed targets. • Ensures key measures are in place including efficiency and where appropriate productivity.
Political sensitivity	<ul style="list-style-type: none"> • Recognises service/Council wide constraints – what is or is not possible in different circumstances. • Uses service/Council wide relationships to get things done. • Accepts that the political decision-making process of the Council will influence the service. • Demonstrates awareness of political and community issues relating to local government.