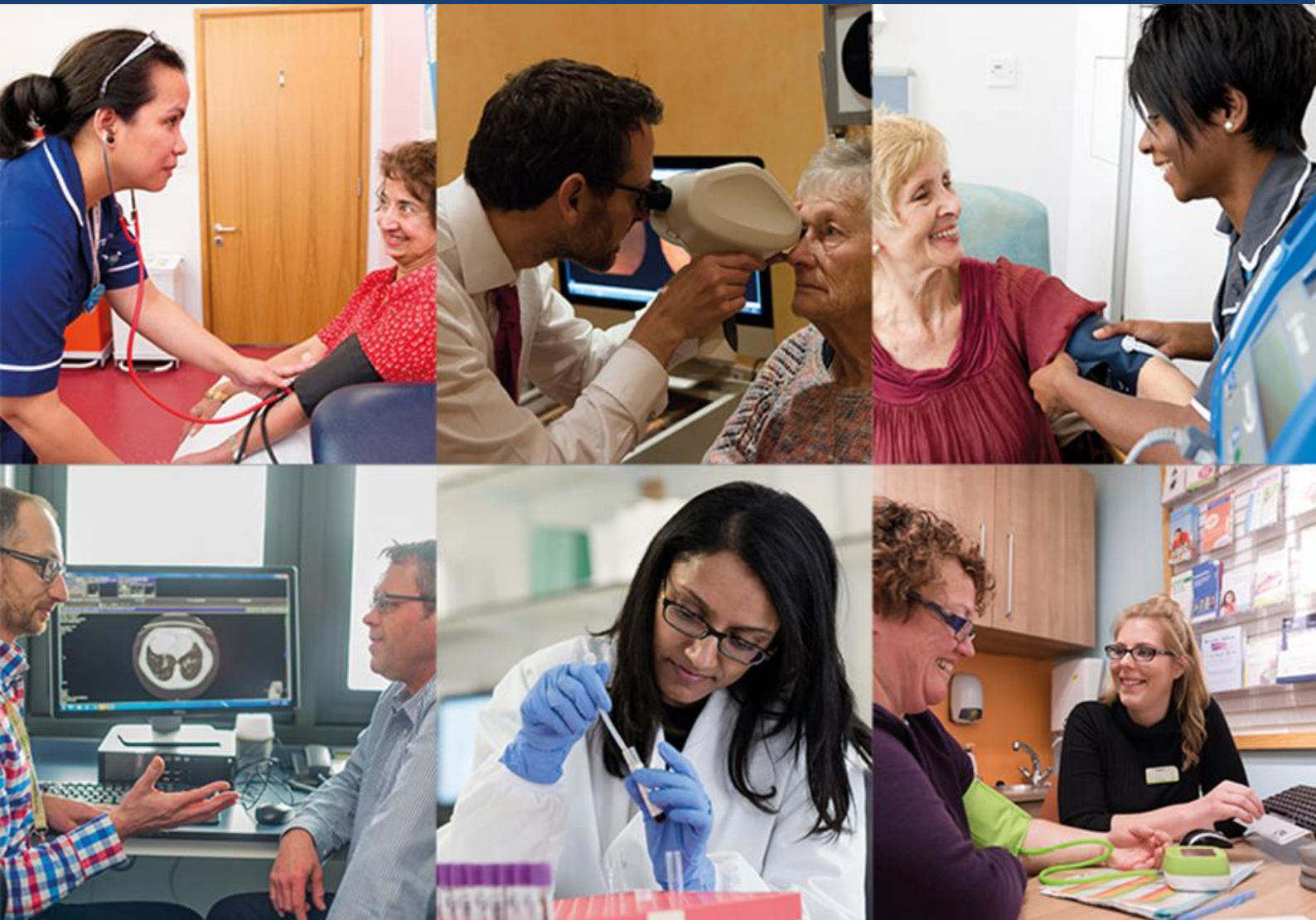


CANDIDATE BRIEF

Finance Business Partner, NIHR Clinical Research Network Coordinating Centre



Salary: Grade 8 (£41,526 - £49,553 p.a.)

Reference: MHNCC1197

Closing date: 10 December 2019

Fixed term until 31 March 2022

NIHR Clinical Research Network Coordinating Centre

Are you keen to work in a fast paced, dynamic and innovative environment? Are you a finance professional who enjoys variety in your work? Can you provide leadership, excellent analytical and communication skills in order to maximise value for money? Would you like to lead major process and systems improvements?

NATIONAL INSTITUTE FOR HEALTH RESEARCH

The NIHR Clinical Research Network is a key element of the National Institute for Health Research, which is funded through the Department of Health and Social Care to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation. Together, NIHR people, facilities and systems represent the most integrated clinical research system in the world, driving research from bench to bedside for the benefit of patients and the economy.

Since its establishment, the NIHR has transformed research in the NHS and social care. It has increased the volume of applied health and care research for the benefit of patients and the public, driven faster translation of basic science discoveries into tangible benefits for patients and the economy, and developed and supported the people who conduct and contribute to applied health research.

Further information on the National Institute for Health Research can be found at: www.nihr.ac.uk

You will be part of the Finance team responsible for the provision of management accounting, financial planning and analysis, budget monitoring and control.

You will be participating in a broad range of strategic finance projects and using your skills to add value in areas such as the development of a modified finance system, providing comprehensive financial analysis, identifying key areas of concern and highlighting these through recommendations to senior management.



You will lead on the preparation of reports and automation of processes. Good analytical, communication, planning and organisational skills will be essential.

What does the role entail?

As Finance Business Partner your main duties will include:

- Providing comprehensive financial and business planning, advice and support to facilitate the successful achievement of the strategic objectives of the NIHR Clinical Research Network (CRN), which includes proactively working across the Network to develop on-going value-for-money reviews and cost efficiency evaluations;
- Contributing to the strategic planning that underpins the allocation of resources across the CRN;
- Working in partnership to provide professional, high quality financial advice and guidance which will include devising a programme of quarterly visits building relationships with local clinical research networks (LCRNs), including leading key finance meetings with key stakeholders across the national network partners;
- Presenting results, analysis of NIHR CRN financial information for a diverse range of audiences to inform and influence organisational decision making for a diverse range of stakeholders; Responsibility for overseeing Financial Performance Management Framework; coordinating and maintaining the financial returns for LCRNs with a total annual budget of approximately £300million, to ensure that the NIHR CRN operates within available resources;
- Providing continual review of the Financial Performance Management Framework process in order to improve the CRN financial data to maximise LCRN performance;
- Leading the financial modelling for the annual CRN Funding Proposal to the Department of Health and Social Care (DHSC) ensuring accuracy throughout. Ensuring that allocations are guided by the consistent application of agreed principles, whilst removing perverse incentives or other unintended consequences across the CRN;
- Supporting the Funding & Contracts manager in preparation of papers and analysis as requested by the Heads of Finance;
- Playing an active role in all meetings held with DHSC but particularly in the final recommendations paper.
- Leading the development of planning and reporting systems for the NIHR CRN, Reporting to DHSC on NIHR CRN financial performance on a quarterly and annual basis, and on an ad-hoc basis in the event of any material changes between these periods;
- Preparing relevant papers including appropriate advice for the Network Funding and Financial Management Steering Group to allow decisions to be made in relation to the active financial management of the NIHR CRN;



- Reviewing and updating financial or other guidance (e.g. CRN Performance and Operating framework) for the CRN accordingly, and working alongside LCRNs with their improvement plans;
- Designing and implementing future financial health-check visits as required across the CRN;
- Overseeing the external audit programme and reporting the findings to the relevant CRN Boards and Committees in a timely manner.
- Leading and managing a finance team including setting team objectives, allocating work and monitoring achievement against operational plans planning and managing available resources to achieve the team's overall objectives;
- Contributing to the future development and continual service improvement of finance tools, standards, processes and policies;
- Providing expert advice, support and direction to colleagues in LCRNs and the CRNCC in relation to finance matters including national programmes of work;
- Participating in the national programme relating to Excess treatment costs across the CRN network;
- Ensuring that the finance training needs of non-finance managers in the NIHR CRN are met, by identifying training requirements and working with appropriate sector bodies to design and deliver training or presentations;
- Overseeing the Finance work to progress the further development of the Schedule of Events Costing Attribution Template (SoECAT) as part of the implementation of the Attribution of the costs of health and social care Research and Development (AcoRD) guidance;
- Reviewing and interpreting existing and future DHSC and HM Treasury policies, procedures and guidance on the use of public funds, and advising the CRNCC Executive Board and other groups on the impact of any changes;
- Deputising for the Head of Finance as required, primarily but not exclusively, in relation to Network finances.

What will you bring to the role?

As a Finance Business Partner you will have:

- A CCAB accountancy (ACA, ACCA, CIMA, CIPFA) or equivalent qualification along with substantial experience of financial analysis and stakeholder engagement;
- Significant costing experience in a complex financial environment including individual project costings, overall organisational resource and income planning including alternative scenario development and sensitivity analysis;
- Excellent analytical skills with the evidence of delivering results to tight deadlines, including ability to prioritise own work and meet deadlines;



- Attention to detail and conscientious, enthusiastic, flexible and proactive approach to work;
- Excellent communication, organisational and interpersonal skills with the ability to work with colleagues at all levels and from a variety of backgrounds;
- Excellent presentation and written skills, including report writing;
- The ability to take responsibility for an entire project or piece of work and deliver a positive outcome, proactively arriving at practical and innovative solutions to any problems and challenges;
- Excellent IT skills, including Microsoft Office and especially Excel, and experience of applying IT skills to the provision of accurate management information;
- A commitment to providing a high quality customer-focused service;
- The ability to exercise initiative in an innovative, versatile and strategic way;
- Experience of providing financial training and advice to non-financial managers;
- Significant experience of line management responsibilities along with evidence of an ability to work effectively as part of a team, along with self-motivation and the ability to work on your own initiative;
- The ability to work with a high level of tact and diplomacy.

You may also have:

- Experience of working within a Higher Education and/or NHS financial administrative function and familiarity of relevant administrative procedures;
- An understanding of medical, scientific and/or research terminology

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Sarah Thorp, CRNCC Head of Finance

Tel: +44 (0) 7717 863422

Email: sarah.thorp@nihr.ac.uk



Additional information

Find out more about the **[Faculty of Medicine and Health](#)**

Find out more about **[Athena Swan](#)** in the Faculty of Medicine and Health.

Find out more about **[NIHR Clinical Research Network](#)**

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our **[Working at Leeds](#)** information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our **[Accessibility](#)** information page or by getting in touch with us at **disclosure@leeds.ac.uk**.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our **[Criminal Records](#)** information page.

