

Role Profile: Director of Finance and Digital

<div> <div>ROLE PURPOSE:</div> <div> Provide strategic leadership and governance for organisational planning, financial sustainability, commercial opportunities and digital transformation. Ensure robust corporate governance, compliance, and operational excellence to deliver long-term growth and stakeholder value. Drive integrated business planning, resource optimisation, and innovation while safeguarding financial integrity and digital security. Collaborate with the Board to shape strategic priorities, monitor performance, and manage risk. </div> </div>	
<div> <div>ACCOUNTABILITIES (SPECIFIC)</div> <div> <div>Strategic Planning & Governance</div> <ul style="list-style-type: none"> Lead on Corporate Governance matters, including timely Companies House returns and maintaining shareholder registers Ensure robust governance and compliance with regulatory and risk management frameworks Maintain key governance documents (Declarations of Interest Register, Gifts and Hospitality Register) Take the lead in counter-fraud matters and investigations Act as the Director with overall responsibility for Health & Safety, Estates, and Insurance Role model adherence to Nolan principles of public life </div> <div> <div>Financial Leadership</div> <ul style="list-style-type: none"> Oversee financial planning, budgeting, and resource allocation to ensure sustainability and value for money Ensure engagement of Directors and Senior Managers in producing the Financial Plan Prepare savings plans as needed to deliver the Financial Plan Lead on the monthly Finance Report for the Board Manage the annual budget-setting cycle, ensuring clarity on principles and assumptions Produce Annual Accounts in compliance with the Companies Act and accounting standards Act as lead contact for external auditors to secure a clean audit opinion Ensure effective cash management systems and timely payment of liabilities Monitor debtors and ensure timely payments Regularly review financial systems for optimal use Maintain robust financial policies covering capital, debt management, taxation, investment, procurement, and counter-fraud Lead and develop the Finance team to ensure capacity and capability Work with HR to maintain effective establishment control Advise on organizational structures, including subsidiaries Contribute to business development plans with timely financial advice and costings Lead on all contracting matters for services delivered or received </div> <div> <div>Digital Transformation</div> <ul style="list-style-type: none"> Ensure an annual Digital Plan is produced alongside other corporate plans Review current digital systems and their effectiveness Produce a monthly Digital, Data, and Information Report Assess opportunities for Artificial Intelligence (AI) adoption and quick wins Chair IT, Information Governance (IG), and AI Steering Groups Lead and develop the Digital function to ensure delivery capacity Act as Senior Information Risk Officer (SIRO), ensuring high-profile IG compliance Produce a monthly IG Report Maintain compliance with statutory, financial, and digital security requirements </div> </div>	<div> <div>ACCOUNTABILITIES (GENERAL)</div> <ul style="list-style-type: none"> Development of strategy and business plans and representing HGP at a strategic partnership level Creating and fostering a culture of learning, wellbeing, and engagement across the organisation, and ensuring that the policies and practices support the organisation’s values and goals. Ensuring effective leadership, governance, and quality of care. Fostering a culture of collaboration, innovation, and improvement across PCN’s Ensuring compliance with relevant health, safety, environmental, and quality standards and regulations. Identify and manage strategic risks with appropriate mitigation strategies. </div> <div> <div>OUR VALUES: “CREATE”</div> <div> <div>C – Collaboration</div> <div>Working together across organisations and communities, prioritising what matters to people.</div> </div> <div> <div>R – Respect and Compassion</div> <div>Fostering an inclusive and caring culture where people feel respected, supported, and understood.</div> </div> <div> <div>E – Empowerment</div> <div>Enabling people to take ownership and make informed decisions.</div> </div> <div> <div>A – Accountability</div> <div>Delivering on our commitments with clear ownership and measurable outcomes</div> </div> <div> <div>T – Transparency</div> <div>Building confidence through openness and clarity in decision-making and communication</div> </div> <div> <div>E – Excellence</div> <div>Continuously improving through innovation, learning, and best practice</div> </div> </div> <div> <div>SKILLS, KNOWLEDGE & EXPERIENCE</div> <ul style="list-style-type: none"> Extensive board-level finance experience A demonstrated ability to lead, inspire and empower a diverse and multidisciplinary team An understanding of general practice, including the challenges, opportunities and trends Excellent communication, negotiation and stakeholder management skills A high level of professionalism, integrity and ethical standards A leader who engages and enables others to deliver their best An unquestionable record of delivering results through others Financial acumen, with proven experience of managing budgets and optimising income streams Ability to engage external stakeholders to build partnerships that support strategic goals Credibility to represent the organisation to influence policy, industry standards and system responses </div>