

fleet
SOLUTIONS
proudly part of the **NHS**



Finance Director
Candidate Pack



Contents

Who We Are	3
Job Description	4
Person Specification	7
How To Apply	8



Who we are

NHS Fleet Solutions is the UK's original public sector salary sacrifice scheme, offering a brand-new car of your choice on a two or three-year lease. We are proudly managed by Northumbria Healthcare NHS Foundation Trust – meaning you are not just our customer, you are our colleague.

The scheme is available for public sector colleagues whose organisations have registered with us, from the NHS, Police Force, Local Councils, Universities and Academy Schools.

Unlike those in the private sector who offer similar services, all surplus income from our schemes stays in the public purse to fund front-line NHS services.

Fleet Solutions not only administer the 'Fleet My New Car!' scheme but we are also the largest user of it, with our 12,000 staff enjoying full access. This has enabled us to employ effective systems and protocols, ensuring users and organisations have the best possible experience.



Job Description

NHS Fleet Solutions is the leading supplier of salary sacrifice cars to the public sector. The business formed in 2009 and has grown in size at a rapid pace with a current client portfolio totalling 400+ public sector organisations. The business had an annual turnover in excess of £400m in 2023/24 and has challenging future growth ambitions.

An office-based team consisting of 50 members of staff have responsibility for the delivery of the service and a field-based account management team manage all client relationships.

The Finance Director - Fleet will report directly to the Managing Director (MD) with professional responsibility into the trust's Executive Director of Finance. They will be responsible for the overall management and performance of the finance function for Fleet, commercial and capital on a trust-wide basis.

In addition to NHS Fleet Solutions, the trust also provides a salary sacrifice technology scheme, NHS Home Electronics, which currently has 50 public sector client organisations and an annual turnover of £15m+.

Business Unit	Fleet Department
Salary Level	£87,570 + up to 20% bonus
Location	Seaton Deval



Main Outcomes and Responsibilities

- To ensure efficient and effective business focus of financial systems are delivered
- Leads on corporate reporting for relevant business areas within the subsidiary
- Leads on all interactions with audit partners and regulatory bodies
- Investigate and advise on highly complex issues and will lead on communicating financial impact of the business planning process
- Ensures all statutory returns in relevant areas represent a true and fair view
- Meet all financial deadlines and legal requirements, with the ability to interpret external advice when required
- Advises the Trust Executive Director of Finance, the Trust Board, Fleet Solutions Sub-Committee and budget holders on financial issues relating to the capital ultimately invested by the Trust in the subsidiary
- Develops and delivers complex financial presentations to large groups of non-financial managers in a clear and concise manner
- To assist the Fleet Managing Director in the effective and efficient performance and cohesive management of the Fleet business
- Measure and ensure the delivery of the overall financial target and annual CIP as agreed with the Director of Finance.
- Present and promote fleet at national forums
- To assist in the formulation and measurement of Key Performance Indicators to ensure continuity of service and ensure that action is taken to address underperforming KPI's against planned targets and take corrective action
- To provide leadership, management guidance and direction to other members of the team
- Contribute to the development, implementation and review of policies relating to relevant aspects of the Fleet business
- Manage a cost effective and efficient service that meets the strategic requirement of the trust

- To act as the principal point of contact/escalation for key client financial enquiries which require board, senior management input
- To measure and help deliver the continued growth of the Fleet business in line with agreed performance criteria
- To identify opportunities of operating with partners and lead the on-boarding and on-going commercial management of stakeholder relationships
- To assist the Managing Director with ensuring that profitable business growth is accelerated and targeted / forecast performance is achieved
- To understand and report on service transactions and services within the context of HMRC and other legal or key regulatory guidelines
- Collate and analyse business data relating to Fleet business activities
- Maintaining knowledge of developments and important legislative changes within the Fleet / asset finance / regulatory sector



Person Specification

- Qualified accountant with a portfolio of experience within a relevant / related subject area
- Knowledge of NHS Financial Management regimes and legislation would be desirable
- Demonstrable experience of working in a commercial environment
- Proven track record of working to KPI's and achieving performance targets
- Ability to negotiate and influence effectively
- Ability to present complex financial information to both finance and non-finance staff including CEO's, directors and non-executive directors
- Demonstrable experience of leading on and delivering complex change projects within a complex operational / regulatory environment
- Proven experience of analysing specific financial information to identify areas requiring further investigation
- Specialist knowledge to underpin the provision of expert advice within the subject area
- Excellent attention to detail, with the ability to work accurately in a busy and demanding environment
- Ability to prioritise, demonstrating first class organisational skills and time management skills
- High level of communication skills
- Excellent presentational skills
- Full driving licence

How to Apply

NHS Fleet Solutions is working with NRG Executive to support with our search for a Finance Director. A full explanation of the role and the company can be obtained by contacting Scot McHarg at NRG Executive – contact details are as follows:

Telephone: 01912604472

Email: scotmcharg@nrgplc.com

If you would like to have an informal discussion about the opportunity, please contact NRG.

To apply please send your CV and a covering letter, outlining your skills, experience, and qualities.

