

Finance Director

1.0 ORGANIZATIONAL STRUCTURE:

1.1 REPORTS TO	:	Chief Executive Officer
1.2 RESPONSIBLE FOR	:	All Finance Departments
1.3 LIASES WITH	:	All staff of SKSH, MOPA, SNUH

2.0 JOB SUMMARY

Responsible for providing strategic direction and guidance on financial planning and budgeting for the hospital and ensuring accurate, complete and timely preparation of accounting information in compliance with regulatory provisions. Also responsible for the interpretation of financial information and establishing sound internal control procedures for ensuring smooth working of the overall finance division.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Providing the strategic direction for the finance division

- a. Setting up of the long term plan for the overall functioning of the department/section in alignment with the hospital and its mission and vision.
- b. Providing financial management information pertaining to the hospital as per the laws.
- c. Advising senior management on financing and accounting aspects.
- d. Providing financial leadership and support in planning, financial and commercial management and decision making to enable effective management of resources and service delivery.
- e. Effectively monitoring, interpreting and challenging financial results of the hospital so as to gain in depth understanding of the financial soundness of the operations.
- f. Communicating issues, risks, opportunities and trends to the management team on a timely basis.
- g. Directing the operations of reporting areas like budgeting, planning, accounting; investment management and mergers and acquisition; revenue management and budgeting and treasury activities.

3.2 Providing inputs for finance standards and procedures

- a. Directing and recommending appropriate departmental goals, objectives, systems, programs and priorities as a cascade of the hospital and MOPA Medical Office guidelines.
- b. Proposing modifications to the existing departmental/sectional structures.
- c. Providing guidance and inputs for policies and procedures that define the operating procedures and controls within the departments/sections.
- d. Advising on issues regarding decision making for resource allocation and future direction and control of finance initiatives.
- e. Educating all the departments/sections within the hospital on the financial effects of their decisions.

- f. Overseeing administration of the approved accounting practices to ensure that financial statement and reports accurately reflect the status of the relevant accounts and provide reliable information to control operations.
- g. Reviewing the account statements produced within the department/section regularly and suggesting reform initiatives to improve the efficiency of accounting and financial control.

3.3 Budgeting, Planning and Reporting

- a. Overseeing long term budgetary planning and cost management in alignment with the strategic plan.
- b. Overseeing cash flows to ensure availability of funds as needed and maintaining adequate level of liquidity for the hospital.
- c. Ensuring the timely and accurate provisions for various accounts (including cash flow and balance sheet) and presenting the supporting analysis to the senior management.
- d. Reporting on and ensuring integrity and completeness of, management information contained in the financial systems, including controllable balance sheet items, cash positions and forecasting.
- e. Ensuring timely preparation of periodic and yearly financial statements as per statutory accounting regulations.
- f. Overseeing all accounts, ledgers and reporting systems on a regular basis and ensuring compliance with required accounting standards and other regulatory requirements like audit principles.

3.4 Overseeing systems development and maintenance

- a. Overseeing the maintenance and updating of the financial systems in order to keep pace with organizational changes and makes recommendations if a replacement is necessary.
- b. Ensuring financial processes and systems are reflective of and responsive to the needs of management and senior management.

3.5 Coordinating with Managers in other departments/sections

- a. Developing a clear development strategy and annual plan for the hospital, in conjunction with the management committee and hospital department/section.
- b. Contributing to the development of the annual strategic business plan incorporating a collaborative approach with other hospital managers and senior management.
- c. Coordinating and communicating with senior management to ensure the strategic goals of MOPA Medical Office are being met
- d. Assisting direct reports in establishing strategic plan, goals, and objectives and provides leadership on their implementation.

3.6 Maintaining client service standards

- a. Providing support to clients through the development of new programs reflecting best global and regional practices.

- b. Providing consultative services to the hospital's leadership and employees on all finance related matters, including involvement in actual working of the department/section for monitoring the customer service levels.

3.7 Managing the team

- a. Checking the workload, performance management, day to day supervision, training and orientation of the staff.
- b. Planning and supervising the day to day activities of the department/section; streamlining processes wherever possible.
- c. Evaluating workload, conducting performance evaluation and initiating necessary disciplinary actions.
- d. Providing on the job training and orienting the team during course of work.
- e. Supporting the identification of the training requirements of the team and communicating the same for the benefit of the training department/section.

3.8 Complying with Policies, Procedures and Practices of the MOPA Medical Office and other regulatory requirements

- a. Complying consistently with hospital policies, procedures and practices and ensuring alignment with MOPA Medical Office policies.
- b. Completing and maintaining regulatory requirements including: licensure and certification and other mandatory training within established time frames.

3.9 Maintaining Confidentiality

Maintaining confidentiality with regards to any information exchanged or received in the current capacity of role in accordance with hospital policy.

3.10 Promoting Customer Service standards

- a. Assuming the role of a brand ambassador for the hospital and promoting a customer focused philosophy in dealing with any stakeholders.
- b. Maintaining positive and effective working relationships within the department/division and also with other departments/sections within the hospital.
- c. Performing any other duties as may be assigned relevant to the basic responsibilities of the role

3.11 Adhering to the Occupational Health and Safety, Materials Management and Maintenance Standards

- a. Adhering to requirements of the Occupational Health and safety guidelines and infection control guidelines.
- b. Understanding and adhering to emergency preparedness plans/policies.

3.12 Ensuring Personal Effectiveness

- a. Recognizing the necessity of continuously developing skills and acquiring additional knowledge appropriate to the position.

- b. Dressing appropriately to meet the expectations of the specific work area and in alignment with the Occupational Health and Safety policies.
- c. Building key partnerships within the organization for pursuing client-centered, comprehensive, integrated systems of care.
- d. Complying with any regulations related to mentoring, training, and development of UAE national staff.

4.0 QUALIFICATION, LICENSURE, EDUCATION, EXPERIENCE, SPECIAL SKILLS:

4.1 Required Qualifications:

- a. Master degree
- b. Not less than 11 years of experience