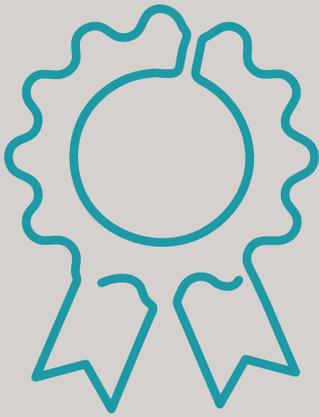


TOWARDS EXCELLENCE ACCREDITATION PROCESS

RECOGNISING ORGANISATIONAL EXCELLENCE





ACCREDITATION

The accreditation system is designed to allow the FLC to give due recognition to organisations that have the very best finance skills development culture and practices in place. Working through the process offers opportunities for the whole team.

There are three levels, each designed to reflect the continuous development of your finance function and recognising the highest standards of financial competence and commitment to skills development. Level 1 is achieved by a process of self-assessment with levels 2 and 3 requiring peer-assessment. At each level formal approval is given by the FLC at which point you will receive a certificate and the FFF accreditation logo which can be included on emails and letters. Accreditation lasts for three years, after which you will seek re-accreditation following the same process.

THE DEADLINES FOR ACCREDITATION APPLICATIONS ARE ON THE LAST WORKING DAY OF:

- December
- April
- August

SOME KEY BENEFITS OF ACCREDITATION INCLUDE:

- **CREATES A DEVELOPMENT CULTURE**, underpinned by a competence based approach.
- **HELPS PROMOTE** an environment of professionalism, initiative, enterprise and innovation.
- **EXCELLENT TOOL** for sharing good practice across organisations.
- **QUALITY-LED APPROACH** to service delivery and maintenance of finance quality standards.
- **PROVIDES WORKFORCE** with transferrable skills.
- **PROVIDES A SUPPORT NETWORK** amongst finance professionals.
- **SUPPORTS THE FINANCE** competence within the wider organisation through training and working in partnership with others (including clinicians).
- **OFFERS PUBLIC** acknowledgement that the Finance Director/Chief Finance Officer is developing the finance team and finance competence of the wider organisation, in a planned and effective manner, giving reassurance that the professional and technical capability of the function is high quality.
- **RAISES THE ORGANISATION'S** profile nationally.

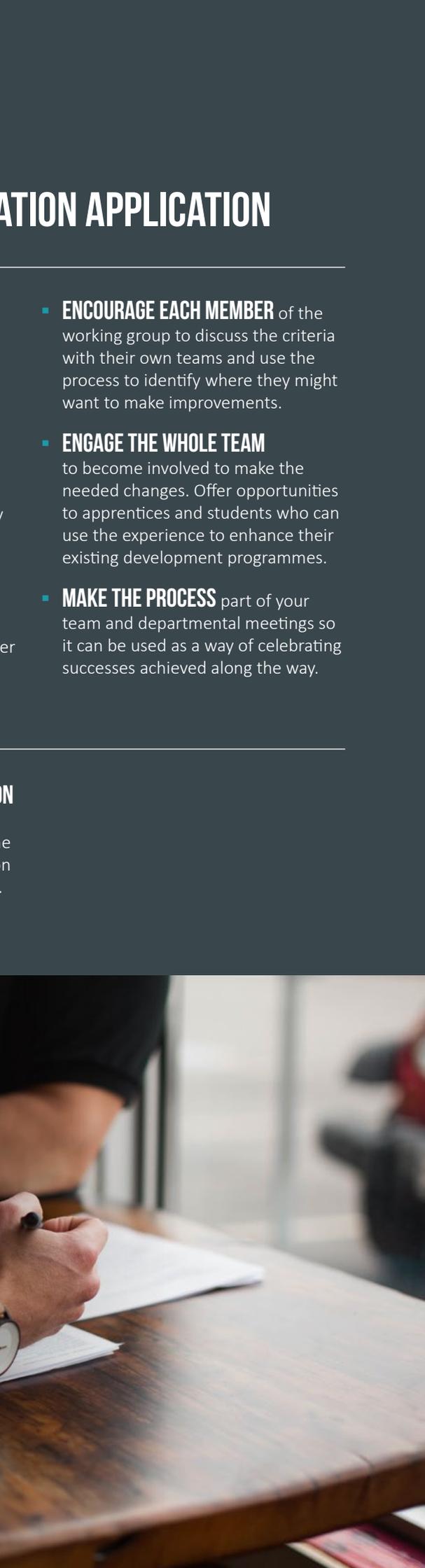
HOW TO START YOUR ACCREDITATION APPLICATION

DO

- **VISIT** www.futurefocusedfinance.nhs.uk to find information on the different levels of accreditation and what is required for each level.
- **GET IN TOUCH WITH PEERS** from organisations who have already been through the process to get advice and support. Invite them along to your team meeting so they can share first-hand the benefits for those who get involved.
- **SET UP A SMALL WORKING GROUP** with each member taking responsibility for reviewing a number of the standards for the level you are applying for.
- **ENCOURAGE EACH MEMBER** of the working group to discuss the criteria with their own teams and use the process to identify where they might want to make improvements.
- **ENGAGE THE WHOLE TEAM** to become involved to make the needed changes. Offer opportunities to apprentices and students who can use the experience to enhance their existing development programmes.
- **MAKE THE PROCESS** part of your team and departmental meetings so it can be used as a way of celebrating successes achieved along the way.

DON'T

- **DELAY STARTING YOUR APPLICATION** for fear it will involve a lot of work; instead get started and get everyone involved to give everyone a common sense of purpose and achievement.



‘THE PROCESS REQUIRED THE WHOLE FINANCE FUNCTION TO EFFECTIVELY RE-LOOK AT OURSELVES, AND REFLECT UPON THE TYPE OF SERVICE WE WERE OFFERING’ NOTICING IT “BROUGHT MEMBERS OF THE DEPARTMENT CLOSER TOGETHER, AS A TEAM” AND THAT IT “LED TO A NUMBER OF INTERNAL CHANGES, INCLUDING IMPROVEMENTS IN OUR TRAINING STRATEGY”. SIMON CONCLUDED BY SAYING HE “WOULD WHOL-EARTEDLY ENDORSE THE PROCESS TO OTHERS”.

Simon Holden, CFO Countess of Chester Hospital
NHS Foundation Trust



FURTHER INFORMATION

You will find all the information you need and the pro-forma for your application on our website: www.futurefocusedfinance.nhs.uk. The team at FFF will support you and will review your application to make sure that the evidence you are providing meets the requirements needed to gain approval by FLC.

You can also gain support from others working in organisations who have already been through the process, just contact us at futurefocusedfinance@nhs.net and we can help to put you in contact with a supportive peer.



The NHS Skills Development Network (SDN) is an innovative and inclusive Network which provides bespoke learning and development opportunities to NHS organisations in England to effectively support the continuous development of the finance function. Offering development opportunities from Apprentice through to Director Level, the SDN has a dedicated website www.skillsdevelopmentnetwork.com to publicise and support its work, providing resources for both personal and organisational development.

The SDN is committed to working in partnership with Future-Focused Finance to support the delivery of the Towards Excellence Accreditation process and its overall strategy.



Future-Focused Finance is a national programme designed to engage everyone in improving NHS Finance to support the delivery of quality services for patients. We want to bring finance staff at all levels of the profession together with the teams we work with in our own organisations and make sure that everyone has access to skills, knowledge, methods and opportunities to influence the decisions affecting our services. We believe by working together in this way we can harness our diverse and talented NHS workforce to produce high quality services and reduce waste in NHS spending.

The programme consists of national and regional events, networks, resources and talent development programmes – all designed to advance the understanding of finance in the NHS. Underpinning all of our work are commitments to value the diversity within NHS finance teams and to challenge behaviours that contribute to inequality in access to development and opportunities for some.