

# GUIDANCE FOR WRITING YOUR NHS FINANCE CAREER STORY

Before writing your career story, decide what you are going to focus on. Below are some suggested prompts to help you. You can either focus on one aspect of your career, which you think others may learn from, or detail more of your career journey.

If you want to focus on your whole career story, you might want to think about answering some of the questions below.

## Background information

- Who you are, your current role and qualifications

## Career path

- Summarise the career path you have followed.
- To what extent was it planned?
- What first attracted you to a career in NHS finance? Did you pick accountancy or the NHS first?
- What did you expect and were your expectations confirmed?
- What are the highlights and lowlights of your career so far?
- What have you learnt from your time working outside of the NHS finance function? (if applicable)
- What skills and experiences gained while working in the NHS were useful when working in a different sector (if applicable)
- What setbacks have you managed to overcome and how? What lucky breaks have you had?

## Your current role

- What do you spend your time doing in your current role? What does a typical day look like? What aspects do you enjoy most? What are most challenging?
- What skills do you have naturally that enable you to perform your role? Have you had to develop any, and if so, which ones?

## Personal development

- Have you had a mentor (formal or informal) or any other personal support? How did that work?
- Who has had the biggest influence on your career? What did you learn from them? What was the best advice you have been given?
- What development opportunities have been most useful to you in your career and what development do you wish you'd been offered?
- How have you continued your professional development? Any tips for others?

## Work-life balance

- How do you balance work and home life? What are your interests/ hobbies outside of work?

## On reflection

- What is your biggest work-related achievement?
- What career aspirations are you still to achieve?
- Is there anything you would do differently in your career?
- Can you describe how your work has had an impact on patient care?
- What personal characteristics are needed for a successful career in NHS finance? Do you have any advice for people considering a career in NHS finance?

If you would like to write more detail on a specific topic, you might want to focus on one of the following:

- How you add value to your organisation
- The rewards of working in NHS finance
- Why you like your job
- A specific personal development opportunity that you have found particularly valuable
- Any advice for people considering NHS finance as a career
- What a typical day working in NHS finance is like
- The value of working outside the finance department, for example in a general management role
- Your role as a Value Maker, how it has benefitted you and your organisation.
- These are just examples and not intended to be constraints. However whatever topic you pick needs to be of interest to others when considering the next steps in their career.
- As with the original career stories we want to include some additional facts, so please also provide the responses to the following:
  - Your favourite film
  - Your favourite book
  - Your favourite television shows
  - Your favourite top three records (Desert Island Discs style)
  - Your favourite food
  - Your favourite website

Your career story should be approximately 1,000 words. Each career story will be reviewed and edited before it is added to the FFF website, but it would be helpful if contributors could keep to the suggested number of words.

Please send completed career stories to [futurefocusedfinance@nhs.net](mailto:futurefocusedfinance@nhs.net)