

“Having been part of the North West Towards Excellence Accreditation process and being awarded Level 3 accreditation, both the finance team and the wider organisation at NHS Bolton CCG recognise the importance of the external recognition that we have the very best finance skills development culture and practices in place. FFF accreditation has allowed us to build on the North West scheme and bring an added focus on promoting the national work of FFF and making the best use of the FFF toolkits available. We are proud to have been the first organisation in the country to have been awarded FFF Accreditation.”

**Jackie Murray**

Deputy Chief Finance Officer,  
NHS Bolton Clinical  
Commissioning Group

Please do not hesitate to contact  
the FFF team on

**FUTUREFOCUSEDFINANCE@NHS.NET**

if you have any questions at all about  
any of the criteria or any other aspect  
of our Accreditation scheme.

**WWW.FUTUREFOCUSEDFINANCE.NHS.UK**

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MAKING PEOPLE COUNT

# ACCREDITATION PROCESS

TOP TIPS  
AND FAQs

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# TOP TIPS AND FAQS



## **I'm interested in applying for FFF's Accreditation – where can I find more information?**

Visit the Accreditation page on the FFF website <http://www.futurefocusedfinance.nhs.uk/great-place-work/accreditation>

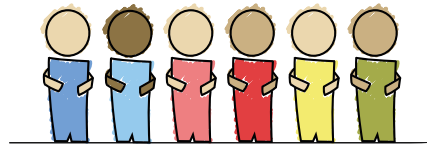
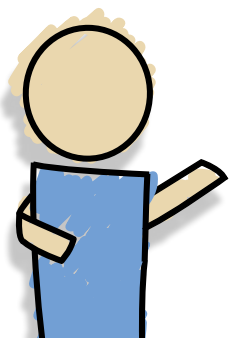
## **I have downloaded the pro-forma and am now keen to work toward Accreditation. What's the best way to get started?**

Decide which Level you wish to apply for and then review your organisation's performance against each of the criteria in each of the six standards. Make a brief note of what evidence you can produce to support your assessment. This will help you to identify those areas that you can already tick off as achieved and those that may need a little more development before you can apply.

## **It feels like it could be quite a lot of work – any tips on how best to approach it?**

Many organisations find it easiest to undertake the review via a small working group, with each member of the group taking responsibility for reviewing a number of the standards. They may wish to discuss issues within their own teams and use the process to identify any areas where they want to make improvements. This, in turn, may create opportunities for apprentices or students within the team to use to help with their studies.

Another possibility is to feedback your progress as part of regular team meetings as a way of celebrating the successes that you achieve along the way. By working as part of a group you can make sure that you get the most from the process as well as the benefits of having achieved Accreditation.



## **Is any kind of formal sign-off required before we can submit our application?**

For Level 1, once you have completed your review, you should discuss it with your FD/CFO and ask them to confirm in writing that they agree with your assessment. When you have your FD/CFO's sign-off please send it, along with the completed pro-forma, to the FFF team on [futurefocusedfinance@nhs.net](mailto:futurefocusedfinance@nhs.net). They will then review your application and contact you with any questions they might have. Once the FFF team have reviewed your application and are satisfied that the evidence provided supports the award of FFF Accreditation, the documents will be sent to one of the three annual meetings of the Finance Leadership Council (FLC) for formal approval.

For Levels 2 & 3, your application will need to be peer-reviewed by a colleague from an accredited organisation. Once you've completed the relevant evidence pro-forma you should contact the FFF team on [futurefocusedfinance@nhs.net](mailto:futurefocusedfinance@nhs.net). They will then arrange for a peer-reviewer to be appointed to go through your evidence with you. Once the reviewer is happy that you have met all the standards for the relevant Level they will write a brief report approving your organisation's application, which will then be sent to FLC for formal approval.

## **What do we “get” once we're been accredited?**

After formal approval has been given by FLC, a certificate will be sent in recognition that your organisation has the very best finance skills development culture and practices in place. Staff in your finance team will also be entitled to display the relevant FFF Accreditation logo on emails and letters.

## **How long does the FFF Accreditation last?**

FFF Accreditation lasts for three years, after which you will need to seek re-accreditation by following the same process.

## **Can our organisation go for Level 2 or 3 Accreditation straight away?**

To achieve Level Two Accreditation, you should be able to demonstrate that you meet the all the criteria for Levels One and Two; while for Level Three you must meet the criteria for all three levels.

## **Our organisation has been accredited, or is seeking accreditation, as part of the North West Towards Excellence scheme. What should we do next?**

Organisations in the patch covered by North West FSD should contact the FSD team in the first instance, as we have worked with them to ensure that our Accreditation process dovetails with the North West's Towards Excellence process.

