

Imperial Health Charity

Director of Finance



Job Pack



**Imperial
Health
Charity**

**HELPING
OUR HOSPITALS
DO MORE**

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Imperial Health Charity is a registered charity, no. 1166084

Welcome



Thank you for your interest in joining us as our next Director of Finance.

Imperial Health Charity helps our hospitals do more through grants, arts, volunteering and fundraising.

As our health services in the UK face unprecedented demands on services and extreme financial pressures, the imperative for our work to support our colleagues in the NHS has never been greater.

The charity has grown rapidly over the last two years and has ambitious plans for the future in all its activities. Senior leadership that inspires trust alongside mastery of the detail will be essential if we are to derive the greatest possible impact from this development.

As Director of Finance you will have a lead role to play in ensuring that the Board and I are sighted on all aspects of our financial performance, that risk is managed to a minimum and that ultimately we secure the best possible outcome for the health professionals and the communities we serve.

To achieve the latter will require effective engagement with stakeholders to inform, manage expectations and together agree the most effective deployment of our funds in pursuit of our shared vision - to improve patient care, enhance the wellbeing of our health colleagues and enable pioneering innovation at our hospitals.

Your role you will also involve the management of our systems and processes, ensuring that they help us to deliver on our commitments.

This is a job with genuine scope and I hope you will want to apply.

Ian Lush

Chief Executive, Imperial Health Charity

About us



We support the five hospitals of Imperial College Healthcare NHS Trust: Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye.

Imperial Health Charity helps our hospitals do more through grants, arts, volunteering and fundraising.

We fund major redevelopments, research and medical equipment at five London hospitals as well as helping patients and their families at times of extreme financial difficulty.

Supporting the arts in healthcare, we manage an Arts Council accredited hospital art collection and run an arts engagement programme for patients and NHS staff.

We also manage volunteering across all five hospitals, adding value to the work of staff and helping to improve the hospital experience for patients.

Fundraising through major appeals and community events enables us to continue our essential work.

How we work

The charity is governed by a Board of Trustees, chaired by David Crundwell, and led by a Chief Executive, Ian Lush. Our central offices are in Edgware Road, with satellite offices at the Trust's two other main sites. We are managed through six departments: grants, arts, volunteering, fundraising, communications and finance.

Our hospitals



Supporting the Trust, we help our hospitals do more through grants, arts, volunteering and fundraising.

Imperial College Healthcare NHS Trust provides acute and specialist healthcare for around 1.5 million people every year. Formed in 2007, it is one of the largest NHS trusts in the country, with over 11,500 staff.

Its five hospitals are:

- Charing Cross
- Hammersmith
- Queen Charlotte's & Chelsea
- St Mary's
- Western Eye.

The Trust's hospitals have a long track record in research and education, influencing clinical practice nationally and worldwide.

The Trust also has a growing number of community services and provides private healthcare in dedicated facilities on all of its sites.

As a key partner in our local health system, the Trust drives health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

Its promise is better health, for life.

The role

We are recruiting for a Director of Finance to join our team on a full-time basis.

Hours:

Full time (35 hours per week)

Duration:

Permanent

Member of:

Senior Management Team

Reports to:

Chief Executive

Direct report:

Financial Controller

Place of work:

Charity Office, 178-180 Egware Road, W2 2DS

Background to the role

We are looking to recruit a new Director of Finance who can help with the next stage of development of Imperial Health Charity. The charity's staffing and role has grown over the last two years and there are exciting challenges ahead working with the Imperial College Healthcare NHS Trust hospitals.

Purpose of the role

The Director of Finance will provide strategic and operational leadership for the finances of the charity and the charity's finance team.

Safeguarding

At Imperial Health Charity we are committed to the safeguarding and protection of children and adults at risk in our work. We will do everything possible to ensure that only those who are suitable to work with these vulnerable groups are recruited to work for us. This post is subject to a range of vetting checks, including a criminal records disclosure.

Main duties and responsibilities

The Director of Finance will be responsible for delivering the charity's financial strategy.

1. Strategy and governance

- Development and delivery of a financial strategy that supports the overall strategy of the charity
- Support for board and the following committees: finance; investment; and grants
- Ensure there are adequate financial and operational internal controls at the charity
- Ensure the unrestricted, restricted and endowment funds and the accounting records are maintained in accordance with legal and regulatory requirements
- Take responsibility for the maintenance of the charity's risk management processes, including the register.

2. Chief Executive and Senior Management Team

- Provide ongoing financial advice and leadership for the CEO and members of the SMT
- Contribute to the ongoing development and delivery of the charity's strategy
- Contribute to the SMT's operational leadership of the organisation
- Provide support to the CEO on Imperial College Healthcare NHS Trust matters
- Support the CEO on property strategy and implementation.

3. Financial reporting

- Ensure there are timely and accurate monthly management accounts and other reports produced by the finance team and distributed to the SMT and other budget holders
- Lead and deliver the process of the preparation of the annual accounts that are compliant with the most recent version of the charities SORP
- Liaise with auditors during the audit of the annual accounts.

4. Finance team

- Lead and develop the finance team
- Take overall responsibility for the functioning and services of the finance department
- Line manage and develop the Financial Controller
- Ensure the finance team provides excellent customer service to other members of charity staff and external parties.

5. Investments

- Liaise with the charity's investment managers on a regular basis
- Provide internal reporting arrangements on the delivery of the investment strategy.

6. Taxation

- Take overall responsibility for the tax affairs of the charity - PAYE and NI, Corporation tax, VAT and Gift Aid.

7. Technology and systems

- Develop and deliver a technology and systems strategy to facilitate efficient and effective operations of the charity.

8. Liaison with external parties/advisors

- Maintain appropriate relationships with:
 - auditors
 - bankers
 - HMRC
 - investment managers
 - pension provider
 - property advisers
 - solicitors.

9. General duties

- Maintain accurate records for stakeholders, including communication history, adhering to our data protection obligations and records management principles

- Take an active part in department and whole charity team meetings, contributing agenda items and undertaking assigned actions as required
- Take an active part in and collaborate with peers and colleagues across the charity's work, bringing your own experience and perspective so that we harness the value of our shared contributions
- Participate in regular supervision, objective-setting/ monitoring and actively engage in your own job-related development throughout the year
- Champion the charity's Code of Behaviour and act as a role model, ensuring that our safeguarding and other key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The charity is a fast-moving organisation and therefore changes in duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Personal development

Your line manager will agree annual objectives and a personal development plan, which will include training as an essential element of the role.

The person

We are looking for an experienced leader with excellent decision-making and people management skills.

Essential qualifications

- Degree level education or evidence of equivalent academic achievement
- Membership of relevant professional body (where necessary, may vary with role).

Essential knowledge

- Organisational-wide decision-making, strategy and policy development
- Demonstrable strong leadership and people management skills, adapting style to different situations
- Effective communication skills
- Excellent negotiating, influencing and partnership-building skills
- Active interest in pursuing own learning and personal development through challenge and support, and actively ensures the development of their teams.

Essential experience

- Substantial and broad experience leading the professional function at a senior level
- Leadership of teams including inspiring and motivating teams towards continued high performance
- Experience at corporate decision-making beyond the functional remit
- Experience of financial planning, resource deployment and risk management
- Experience of understanding, developing and leading through significant change
- Experience leading programmes or projects.

Desirable qualifications, knowledge, skills and experience

- Membership of an executive team
- Experience in the not-for-profit sector
- Experience leading another function
- Presentation and public speaking media skills.

Other personal attributes

- High standards of personal conduct, honesty and integrity
- Ability to establish good working relationships
- Ability to work under own initiative and operate a flexible approach
- Collaborative and inclusive, prepared to work as part of a wider team in contributing specific expertise.
- Committed to awareness of issues of equality and cultural diversity.

Benefits



We value our staff and offer a range of exciting benefits in return for their hard work and dedication.

- **Holiday entitlement**
25 days per year plus bank holidays (increasing by one day a year up to a maximum of 33 days), plus an extra day's holiday to be taken one week either side of your birthday.
- **Free gym membership**
Membership of the St Mary's Hospital gym with access to yoga classes free of charge.
- **Interest-free season ticket loan**
A loan to cover the cost of a season ticket to and from your place of work (available upon successful completion of your probation period).
- **Life assurance**
A death in service payment of three times your annual salary, up to £150,000.
- **Pension**
We pay employer's contributions of 10 per cent of your annual salary to a nominated pension fund.
- **Maternity/paternity leave**
We pay maternity and paternity leave above the statutory minimum requirement.
- **Staff Arts Club**
Membership of the Staff Arts Club includes free entry to London galleries and discounts to music, cinema and theatre events.

How to apply



Applications for the Director of Finance role are now open!

For an informal discussion about the role, please contact our recruitment partners NFP Consulting:

Simon Lloyd, Director
T: 07961 988523
E: simon.lloyd@nfpconsulting.co.uk

Apply online at:
www.nfpconsulting.co.uk/imperialhealthcharity

Application is by way of CV and a supporting statement. The closing date for applications is **Monday 2 March 2020, 10am**

There is a two-stage selection process. Both interview stages will take place at our offices on Edgware Road.

Stage 1: Date TBC

First round of screening interviews will be conducted by NFP Consulting.

Stage 2: Date TBC

A formal panel interview, which will include a pre-prepared presentation task. Candidates taken forward from the first round will be invited to complete online psychometric assessments prior to the final panel interview.

All job offers with Imperial Health Charity are subject to satisfactory pre-employment checks and references. The DBS check level required for this role is standard. Imperial Health Charity reserves the right to close this advert early if sufficient applications are received prior to the advertised closing date.