

## Head of Business and Finance

Thank you for taking the time to review the job pack for the Head of Business and Finance at The Point of Care Foundation (POCF).

We are a small, well-run charity, with a highly motivated, creative, values-based team of twelve, supported by an influential and engaged board of trustees. The future we want to create is one in which the NHS is better for patients and staff. We are part of a growing movement that wants the NHS to be less institutional, bureaucratic and technocratic, more human and more able to focus on human values and dignity. Much of our work is about supporting staff to be at their best when they are with patients, and strengthening patients' voice in the way care is organised and delivered.

We began life in 2013 with a Department of Health grant of £300,000 for two years, plus funding from Macmillan Cancer Support. In three and a half years we have extended our reach massively (from 20 to over 150 organisations) developed new product lines and tripled our turnover. Over the course of the next three years we want to increase the impact of our work for patients, families and staff and put the Foundation on a sustainable footing.

The Head of Business and Finance is an important role. Because we are a small team it will appeal to someone who enjoys a mix of strategy, leadership and operations. You will be responsible for all aspects of financial planning, systems and processes and will ensure the charity has the organisational capability to be as productive and efficient as possible. You will work closely with the Chief Executive and with other members of the Senior Management Team. You will also have a direct relationship with the Board Treasurer and will be expected to contribute on all matters relating to strategy, business planning, and operations for the organisation. In addition, there will be the opportunity for you to lead on special projects, such as the development and implementation of a Customer Relationship Management system which we are currently considering.

I suggest you take a look at our website [www.pointofcarefoundation.org.uk](http://www.pointofcarefoundation.org.uk) and if you would like to discuss the role informally before submitting an application please contact me at [recruitment@pointofcarefoundation.org.uk](mailto:recruitment@pointofcarefoundation.org.uk) and we can arrange a time to speak on the phone.

Jocelyn Cornwell, Chief Executive



22 September 2016

*We are working to radically improve the way people are cared for and  
to support the staff who deliver care*

## **Head of Business and Finance (Part-time)**

**Status:** Part-time employee: 3 or 4 days (22.5/30 hours) a week  
**Salary:** pro-rata of FTE £55,000 to £60,000 pa  
**Location:** London WC1 office  
**Annual leave:** pro-rata of 35 days pa (including 8 bank holidays)  
**Pension:** Employer will contribute 3-5% into an employee's personal/private pension scheme until auto-enrolment regulations apply in July 2017.

## **Role Description**

<b>Purpose</b>	<p>To direct the strategy, development and operational management of all aspects of The Foundation's financial systems.</p> <p>To be accountable to the CEO for control and management of The Foundation's finances, statutory compliance and associated risks.</p> <p>To advise on the evaluation of the Foundation's impacts.</p> <p>Working with the Senior Management Team (SMT) and CEO, to develop the Foundation into a high-performing, influential organisation that is known and respected for both its output and the way that it works.</p> <p>As a senior manager, to provide leadership to the organisation as a whole and actively contribute to the SMT and to monthly SMT meetings.</p>
<b>Reporting to</b>	<b>CEO</b>
<b>Line management</b>	<b>Management Accountant</b> <i>(independent professional who works remotely)</i>

<b>Responsibilities</b>	
<b>Strategy</b>	<p><b>To support the Chief Executive and SMT work on a 5 year strategy with clear aims, plan for delivery and strategy for impact assessment.</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic aims</b> - to support the development and agreement of strategic aims, with trustees/staff.</li> <li>• <b>Business plan</b> - To take the lead role in developing the financial aspects of the business plan and business continuity planning.</li> <li>• <b>Measures of impact</b> - To assist in developing appropriate measures and data collection processes to support the strategy and business plan.</li> </ul>

Finance	<p><b>To develop and manage robust financial processes that ensure the Foundation survives and thrives.</b></p> <ul style="list-style-type: none"> <li>• <b>Annual budget</b> - To produce annual budget and semi-annual reforecast.</li> <li>• <b>Management accounts</b> - To supervise the Management Accountant, ensuring they deliver a good service with accurate, regular (monthly) management accounts and financial information required by funders.</li> <li>• <b>Pricing</b> - To ensure accurate costings with sufficient margin are built into prices, and to develop the Foundation's pricing policies.</li> <li>• <b>Fundraising</b> – To work with the Head of Fundraising on any adaptations required of the costing model in order to complete grant applications and other fundraising proposals.</li> <li>• <b>Financial controls</b> - To develop and maintain suitable systems of financial controls, including: payments creation, authorisation limits and protocols, project budgets, costing templates and guidelines.</li> <li>• <b>Cost classification</b> - To ensure costs are classified appropriately and clearly, to aid financial transparency to the Board and funders.</li> <li>• <b>Treasury and banking</b> - To develop a strategy and processes for managing Foundation money in low risk and financially advantageous way.</li> <li>• <b>Statutory Accounts</b> With the support of the external auditors to produce an annual, audited set of accounts.</li> <li>• <b>Taxation</b> - To ensure the timely submission of all relevant returns as required by the Foundation.</li> </ul>
Income generation and fundraising	<p><b>To support the CEO and the Head of Fundraising to secure further sources of funds.</b></p> <ul style="list-style-type: none"> <li>• <b>Bids and applications</b> - To support the Head of Fundraising and others to develop fundraising bids with high quality thinking, writing and financial analysis.</li> </ul>
Governance and legal	<p><b>To work with the Chief Executive to maximise Board effectiveness and oversee governance processes.</b></p> <ul style="list-style-type: none"> <li>• <b>Board meetings</b> - To prepare Board briefing papers, attend Board meetings and participate in post-Board briefings to staff.</li> <li>• <b>Direct liaison with financial trustee</b> - To ensure the financial trustee is appropriately briefed on matters in a timely fashion.</li> <li>• <b>Management of risks</b> – To ensure the Foundation has an up to date risk register and actively manages risks of all kinds.</li> <li>• <b>Accountability</b> - To ensure the Foundation has processes for reporting activity to the Board that enable trustees to hold the charity senior managers to account.</li> <li>• <b>Reserves policy</b> - To develop, get agreement for and maintain an appropriate reserves policy for the Foundation.</li> <li>• <b>Compliance</b> - To ensure the Foundation fulfils all its obligations to regulatory bodies.</li> <li>• <b>Legal</b> – To oversee all legal or contractual arrangements and advise colleagues on such matters</li> </ul>

<b>Foundation products and services</b>	<p><b>With the CEO, to implement cost-effective strategies for delivery and quality assurance for products/services and measurement of impact.</b></p> <ul style="list-style-type: none"> <li>• <b>Structure and process</b> – To ensure the Foundation has infrastructure, resources and processes in place to deliver products and services efficiently and that these are kept under review.</li> </ul>
<b>Organisational and individual development</b>	<p><b>To ensure organisational structure and internal processes optimise the contribution of every staff member.</b></p> <ul style="list-style-type: none"> <li>• <b>Resources</b> - To make sure activity, demands of work and resources are in balance.</li> <li>• <b>Values</b> – To be aware of and to embody the Foundation’s values.</li> <li>• <b>Risks</b> – To assess and mitigate risk in own areas of responsibility.</li> <li>• <b>Communications</b> – To understand and to communicate the Foundation’s aims and values to interested parties.</li> </ul>
<b>Other</b>	<p><b>To perform any other duties</b> which are reasonably assigned, for example:</p> <ul style="list-style-type: none"> <li>• <b>Networking and external meetings</b> - To attend external meetings and events, and bring in own contacts, to support the Foundation in repatriating best-practice examples from similar organisations for the benefit of the Foundation.</li> </ul>

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The Foundation’s values:

- *Innovative and inspirational*
  - *Practical and supportive*
  - *Independent and transparent*
  - *Based on best evidence*
  - *Committed to what we do*
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## PERSON SPECIFICATION

1. Educated to degree level or equivalent.
2. A recognised accountancy qualification - ACA / CIMA / ACCA or equivalent.
3. Experience of working at senior level and with boards.
4. Co-ordination of accounting and taxation advice.
5. A successful track record of leadership in a senior role with responsibility for strategic financial management and control in a charitable organisation.
6. Articulate, with the ability to translate, complex information for a range of audiences.
7. An open and honest approach along with the willingness to challenge appropriately.
8. Excellent communication skills, both written and verbal with the ability to quickly gain credibility.
9. Good networking and excellent interpersonal skills.
10. Ability to work effectively in a team.
11. A positive attitude to all areas of work and a flexible approach as the business demands.
12. An understanding of, and commitment to, equal opportunities and cultural diversity and a willingness to support the ethos of the Foundation.

## Application procedure

Applicants should email their CV and a covering letter, setting out how they meet the role criteria, to [recruitment@pointofcarefoundation.org.uk](mailto:recruitment@pointofcarefoundation.org.uk) by **midday** on **Monday 10 October 2016**. In the email subject heading please put: Head of Business and Finance application and your name. Interviews will be held week commencing **17 October 2016**.

For further information about our work please visit our website, [www.pointofcarefoundation.org.uk](http://www.pointofcarefoundation.org.uk) or follow us on Twitter @PointofCareFdn.

September 2016