

GambleAware[®]

Chief
Finance
Officer





Welcome from the Chief Executive

We are delighted that you are interested in the role of Chief Finance Officer at GambleAware. We are looking for an outstanding senior finance professional to work with me and the rest of the leadership team as we take GambleAware through the next significant period of growth and development. This is a particularly exciting time to join our team.



Gambling is a significant public health issue. It is estimated that there are two million people in Britain suffering gambling-related harms including 340,000 adults who are compulsive gamblers. We are an independent charity tasked to fund research, education and treatment services to help reduce gambling-related harms in Great Britain. We are a commissioning and grant-making body rather than a service provider. Our strategic aim is to broaden public awareness of gambling in the context of public health while also helping those suffering from gambling-related harms get help and support quickly and effectively.

Since our launch in April 2012, we have established GambleAware as a respected and independent charity. Over the past three years, we have grown in both impact and scale, strengthening our governance and increasing in capacity. Last July we published our Strategic Delivery Plan for 2018-2020 which set out ambitious proposals to broaden our range of services and the activities we fund.

The Chief Finance Officer is a new and pivotal appointment that will assume a clear, authoritative lead across all financial aspects of the Charity, including budgets and controls, internal financial procedures and processes, management and statutory accounting and audit. The role will support the CEO, Leadership Team, staff and trustees with strategic financial advice, agenda-setting, and business and operational planning. It will also ensure our grant-making and contractual processes are compliant and consistent with our mission.

We are a collaborative, open and transparent team: as a leader in our organisation you will demonstrate plenty of flexibility, empathy and emotional intelligence and will be someone who is as adept with people as you are with numbers. Whatever your background, you will value the role that GambleAware plays now and recognise its potential to go further in the future.

If you believe you have the experience, skills and qualities we are looking for, we very much look forward to hearing from you.

Marc Etches
Chief Executive



About Us

As an independent charity registered with and regulated by the Charity Commission for England and Wales, our charitable objects are:

- The advancement of education about gambling-related harm for the benefit of the public in Great Britain, in particular young people and those who are most vulnerable, by carrying out research, by providing advice and information, by raising awareness, and by making grants;
- The relief of those in Great Britain who are in need or at risk as a result of gambling, in particular by carrying out research, by providing advice and information, by raising awareness, and by making grants for the provision of effective treatment, interventions and support.

Guided by the National Responsible Gambling Strategy, our strategic aim is to broaden public understanding of gambling-related harm as a public health issue and to help those that do develop problems get the support and help that they need quickly and effectively. Our vision is that fewer people in Britain suffer from gambling-related harms.

We work to achieve our vision by making it our mission to:

- Broaden public understanding of gambling-related harms, in particular as a public health issue;
- Advance the cause of harm prevention so as to help build resilience, in particular in relation to the young and those most vulnerable to gambling-related harms;
- Help those who do develop gambling-related harms get the support that they need quickly and effectively.


About Us

We aim to deliver our mission by working to become the primary national 'knowledge hub' in relation to gambling-related harms, and an independent thought-leader and trusted expert, using evidence to speak truth to power, and giving voice to lived experience. Specifically, we will:

- Invest in research that makes a positive and practical difference to reducing gambling-related harms in Britain;
- Invest in education, prevention and the most effective interventions to reduce gambling-related harms in Britain within the resources available;
- Provide information and advice about the nature of gambling, the risks associated and where to go for help if needed;
- Reach out to vulnerable groups and communities to reduce the risk of gambling-related harms;
- Work in partnership with other organisations, agencies and experts to help reduce the risk of gambling-related harms;
- Contribute to the development of public policy and raise awareness of the challenges of reducing gambling-related harms.

Our values guide our behaviour and shape everything we do. We are committed to:

- Act with integrity - we will always seek to behave with honesty, fairness and decency;
- Be evidence-based - in the absence of evidence we will apply the precautionary principle when appropriate to fulfil our charitable purpose;
- Maximise impact and value for money - we will always seek to work positively and strategically with stakeholders to maximise impact and value for money.



As an independent national charity registered with and regulated by the Charity Commission for England and Wales, GambleAware follows the Charity Governance Code to ensure best practice. Trustees understand the need to generate widespread trust and credibility in the charity's independence and integrity, particularly in view of the investment of both fundraising and commissioning functions in a single, industry-funded body.

GambleAware has put in place robust governance arrangements including: appointing a wholly independent Board of trustees, publishing a five-year strategy and periodic delivery plans, and inviting the Government, the Gambling Commission and the Advisory Board for Safer Gambling (ABSG) to observe GambleAware Board and committee meetings, and making public the minutes of such meetings.

We publish details of how our funds will be distributed each year guided by the National Strategy to Reduce Gambling Harms, 2019-22 and the Research Programme 2018-22 and ensure that research is commissioned via an independent Research & Evaluation Committee in consultation with the ABSG and the Gambling Commission. Following the research commissioning and governance procedure, which describes how research priorities are identified, and research projects commissioned, through the tripartite agreement between the ABSG, GambleAware and the Gambling Commission

We ensure that education and treatment services are commissioned via an independent Education and Treatment Committee in consultation with ABSG and the Gambling Commission. GambleAware develops its commissioning plans in collaboration with the ABSG and the Gambling Commission. The ABSG is the Gambling Commission's independent adviser on safer gambling. These arrangements are underpinned by an 'assurance and governance framework' agreed between the three parties and rely on openness, transparency and partnership to deliver results. The framework was published in August 2012.

GambleAware requires a minimum of £10 million annually to deliver its current responsibilities and looks to all those that profit from commercial gambling to support the charity. In the 12 months to 31 March 2018, GambleAware spent £8.3 million: 15% was spent on research and 81% on education and treatment. To view our strategic delivery plan or annual review Annual Review, 2017-18 please visit www.gambleaware.org

Role description

Reports to	Chief Executive
Key relationships	Senior Leadership Team Including Company Secretary, Board of Trustees
Direct reports	Finance Manager
Budget oversight	£15-20 million per annum

The purpose of the role is:

- To run the financial operations of the charity, ensuring high quality
- Accounting, compliance and control processes; communicate information to the Board and sub
- Committees to ensure effective and responsible governance and operational effectiveness.

Main responsibilities

- Play an active role in guiding GambleAware's strategic direction by playing an active role in the leadership team and forging strong working relationship with all colleagues.
- Provide the GambleAware Board with accurate, timely information and analysis, directly and via the Audit & Risk Committee (ARC) and the Finance, Administration and Remuneration Committee (FARC).
- Ensure the smooth running of financial matters throughout the organisation, including statutory and Charity Commission requirements, liaising with the Company Secretary, Chief Executive, Chair of the Board and Board Committee Chairs on financial matters as required.
- Develop and monitor GambleAware's KPIs and risk register, including effective information and reporting systems.
- Produce timely financial and non-financial information and analysis including:
 - preparation of the annual budget, management accounts and day to day financial transactions
 - ensure production of the Annual Report and Accounts and delivery of financial accounts for sign off
 - oversee external and internal audits
- Manage the work of the Finance Manager, providing guidance and career support.

The evolving nature and changing demands of our work means that all role profiles are subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

Person Specification

In your application for the role, please provide details of your experience against the selection criteria set out in Part One below.

Part One

Knowledge and experience

- Experienced qualified accountant who has already held a senior role within a comparably complex finance department.
- Experience of operating at Board level and of building strong and productive relationships with Trustees, senior and other colleagues across the organisation and with external stakeholders.
- Direct experience of producing statutory accounts, ideally in the non-profit sector. An understanding of charity accounting and charity SORP would be an asset.
- A track record of enabling organisations and individuals to achieve high performance, and of playing a central role in strategic decision-making.
- Understanding of the legislative and policy framework relating to finance, together with associated current and emerging charity issues.
- Appreciation of the financial impact of decisions across an organisation, for example in maximising financial returns, business planning, managing risk and accurate reporting.
- Direct experience of contract management and conducting due diligence on business plans and annual accounts.

Part Two

Skills and leadership style

- Outstanding verbal and written communication skills; can persuade, influence and negotiate effectively and secures the confidence of others quickly.
- Intellectually adroit and able to move between strategic and 'hands-on' in a small team.
- Effective interpersonal skills; demonstrates emotional intelligence and empathy with others.
- Excellent presentational skills: can sell a vision to an audience, present clear, accurate and concise reports, and identify political sensitivities when engaging others.
- Sound judgement; has the strategic awareness to anticipate and plan for future developments.
- High analytical capacity and can present data in a way that is tailored different stakeholders.
- Leads by example; demonstrates professional excellence and high integrity.
- Committed to promoting the values of GambleAware.

Terms of Appointment

Contract	This is a permanent, full-time executive appointment.
Salary	<p>This role attracts a salary of up to £90,000 per annum dependant on experience.</p> <p>The role may be undertaken on a 4-day week, with a pro rata salary.</p>
Pension	GambleAware will comply with the employer pension duties concerning pensions' auto-enrolment in accordance with Part 1 of the Pensions Act. As a result, you will be automatically enrolled into our qualifying pension scheme and you will be required to make pension contributions of at least 2% which we will deduct from your monthly salary. The minimum amount you are required to contribute is subject to change, in line with Government legislation. GambleAware will contribute 6% of your gross annual salary into the pension scheme. You have the option to opt-out.
Location	London – with additional flexible home working.
Holiday	25 days plus the usual public holidays in England and Wales. The Company's holiday year runs between 1 April and 31 March. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis.
Other Benefits	Life and long-term illness assurance, and health insurance.

Probationary and notice of termination periods

You will be subject to an initial probationary period of three months. Thereafter, the prior written notice required from you or the Company to terminate your employment will be three calendar months.

Diversity

GambleAware is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, disability, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.

How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet.Taylor@starfishsearch.com and we will be happy to arrange a call.

To make an application, please provide by email to Juliet.Taylor@starfishsearch.com

- your CV (no more than three sides)
- a supporting statement that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria.
- we would be grateful if you would also tell us your current salary details (we do not disclose this to our clients without your consent).

We would also be grateful if you would also complete the Equality and Diversity monitoring form provided. This form is for monitoring purposes only and is not treated as part of your application; you can email the form back to us when you apply and our team will collect it.

Closing date **Monday 10th June 2019**

First round interviews (London) **Second half of June 2019**

Agreement of the final shortlist **11th July 2019**

References taken up for shortlisted candidates and a chance to meet stakeholders **w/c 15th July 2019**

Final interviews **End of July 2019**