

A close-up photograph of a white dog, possibly a Golden Retriever puppy, looking slightly to the right. The dog has a red collar with a blue tag. The background is a blurred outdoor setting with trees and grass.

Director of Finance, IT and Planning





Welcome

Thank you very much for your interest in becoming our Director of Finance, IT and Planning.

At the RSPCA, we're proud to be the oldest welfare charity. We've been saving animals for almost 200 years, driven by our vision to end the misery of thousands of animals who suffer from neglect, cruelty and abuse each year.

We were the first to introduce a law to protect animals and continue to strive to ensure that all animals can live free from pain and suffering. Through our campaigns we raise standards of care and awareness of issues affecting animals today, and push for changes in the law to improve the welfare of animals. Animals can rely on us to rescue them when they need us most – to rehabilitate them wherever possible, provide them with the very best veterinary care and to find them new homes, either through rehoming or release.

In 2018 we embarked on a journey of transformation that will position us to make an even bigger difference for animals, building on our substantial heritage and the exceptional work we already do. This is a change agenda that reaches across the organisation, including the most significant changes to our governance since 1974. It is ambitious and will ensure that the Society is an organisation that can adapt, innovate and collaborate to deliver its mission and vision. Central to this is engaging with and mobilising a new generation of supporters, donors, volunteers, activists, campaigners and workers around animal welfare.

As our new Director of Finance, IT and Planning, you will play a key role in helping the RSPCA achieve this. Providing financial leadership and strategic advice to the CEO and to the wider Executive Leadership Team and the Board of Trustees, you will transform the way we operate from a Finance, IT and planning perspective to ensure that the organisation has the support it needs to successfully move through its next phase of development and to plan for the future.

We're looking for a strategic and senior finance professional with the depth of experience and bandwidth to lead across Finance, IT – a major area of transformation for the RSPCA – and business and operational planning. You will be a creative thinker and outward facing leader who understands how this role is critical in supporting and enabling the organisation's strategic plan. As adept with people as you are with numbers, you will bring the skills to motivate and lead a large team during a time of change and to influence across an organisation of significant scale and complexity. Whatever your background, you will value the role that the RSPCA 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.

Chris Sherwood
Chief Executive



A woman with dark hair and a warm smile is holding a small, fluffy white and grey kitten. She is wearing a dark blue turtleneck sweater. The background is a blurred indoor setting, possibly a shelter or a home.

About the RSPCA

How we work

The RSPCA is the UK's largest animal welfare charity and everything we do is based around our mission, our policies and our values.

Our mission

The RSPCA as a charity will, by all lawful means, prevent cruelty, promote kindness to and alleviate suffering of all animals.

Our vision

Our vision is to one day live in a world where all animals are respected and treated with compassion. And that is what we work towards every day.

Our values

- We are compassionate.
- We are inspirational.
- We are committed.
- We are expert.
- We act with integrity.

You can find out more about the RSPCA by visiting www.rspca.org.uk

Role Profile

Reports to	Chief Executive
Key relationships	CEO, Executive Leadership Team, Board of Trustees (RSPCA Council)
Direct Reports	Group Financial Controller, Assistant Director of IT, Assistant Director of Planning, Performance and Programme Management, Head of Inspectorate Services, Head of Data Protection

The purpose of the role is:

- To provide financial leadership and strategic advice to the CEO, Executive Leadership Team (ELT) and RSPCA Board of Trustees.
- Responsibility for the financial management and control of the RSPCA, ensuring high quality and effective use of charitable funds and aligning these with the priorities and activities of the RSPCA.
- Play an active role in guiding RSPCA's strategic direction by playing an active role in the leadership team and forging strong working relationship with all colleagues.
- To lead, direct and manage the Planning, Finance, IT, Project Portfolio Management, Data Protection and the National Control Centre Teams , ensuring they deliver a high quality service to all stakeholders and are seen as adding value, in enabling the RSPCA to achieve its vision and strategic objectives through its workforce.

Main responsibilities

- Take the lead within the ELT on financial matters and provide a long-term strategic view relating to Finance, IT, Strategic Planning, Project Portfolio Management, Data Protection and Risk Management to support growth and change.
- Provide leadership, vision, motivation and support to the senior leaders and heads of department within the division.
- Ensure that the RSPCA is accurately and appropriately portrayed in all its financial activities and to ensure robust governance and compliance controls are implemented in line with statutory requirements and best practice.
- Provide the RSPCA Board of Trustees with with accurate, timely information and analysis and to liaise with the Treasurer/Deputy Treasurer on the Society's financial strategy.
- Translate overall objectives of the RSPCA into effective and achievable operational plans and monitor their progress and outcomes, mitigating risks where necessary.
- Overall control of all financial and accountancy matters including month end reports, management accounts, cash flow management, compliance, tax liability, presentation of management information and KPIs.
- Plan, direct and oversee the activities of work within the Finance and IT Divisions to ensure that resources are efficiently allocated with the appropriate due diligence and service delivery models in place to meet the demands of the Society and are aligned with the Society's objectives.

- Ensure the development and delivery of the IT strategy to meet current and future needs of the RSPCA, embracing new technology and creating efficiencies.
- To oversee and support the development and implementation of effective, efficient, flexible and customer focused approaches to business support and service delivery.
- To lead on the development of risk management strategies and internal control procedures to minimise the risk of loss, or damage to, the Society's assets.
- Chair the respective risk and Information Security governance bodies, receive and act on regular security reports and sponsor security improvement projects.
- To act on behalf of the Society as sponsor to the RSPCA Pensions Scheme Limited, to assess and monitor the employer covenant and ensure the effective administration of the Scheme.
- Hold overall responsibility for Information Security and Data Protection in the organisation.
- To manage tax and act as one of the two persons responsible to HM Revenue and Customs.
- To act as Secretary to the Boards of the RSPCA subsidiary/associated companies as required.

While at work all staff are required to:

- Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals.
- Understand and comply with any Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.





Person Specification

In your application for this appointment, please reply directly to the Knowledge and Experience criteria outlined below. The criteria set out under Skills and Leadership Style and Behaviours will be explored at interview with selected candidates.

Knowledge and experience

- Experienced, qualified accountant who has already held a senior role within an organisation of comparable complexity.
- Experience of operating at Board level with expertise in setting strategic direction and the business planning of organisational and financial measures, managing risk and accurate reporting.
- A track record of driving change at all levels across a mixed portfolio that has incorporated Finance, IT, governance and risk management, re-shaping them to be more timely, efficient and commercially effective.
- Experience of setting relevant policy, processes and controls and providing professional expertise, advice and guidance at the highest level.
- A track record of enabling organisations and individuals to achieve high performance, and of playing a central role in strategic decision-making.

Desirable

- Experience working within the Charity Sector
- Experience of negotiating with Trade Unions

Skills and leadership style

- Strategic and innovative in developing corporate and financial solutions to support the activities of the RSPCA.
- High level of commercial awareness and intellectual rigour.
- Collaborative with high emotional intelligence and outstanding communication skills; can persuade, influence and negotiate effectively and secures the confidence of others quickly.
- 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 to different stakeholders.
- Leads by example; demonstrates professional excellence and high integrity.

Personal Qualities

- An understanding of a commitment to the values of the RSPCA
- An advocate of collaboration and continuous improvement
- Tenacious and proactive with credibility and gravitas
- Ethical professional who operates with integrity
- Ability to create a sense of community

Diversity

The RSPCA is committed to being an inclusive employer with a diverse workforce. They encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences – including disabled and ethnic minority candidates.

They guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.



Terms of Appointment

Remuneration	This role attracts a competitive package. Starting salary will be dependent on experience.
Pension	Contributory pension scheme (employer contribution up to 12%)
Location	RSPCA HQ, Southwater, Horsham (West Sussex) with flexibility to be based elsewhere for part of the week.
Annual leave	25 days annual leave increasing to 30 over time, plus bank holidays

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 Katy.Giddens@starfishsearch.com and we will be happy to arrange a call.

To make an application, please provide by email to Katy.Giddens@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 be grateful if you can advise us if you plan to be away during the recruitment timeline outlined below.

Closing date	Monday 30th September 2019
First round interviews	w/c 14th October 2019
Agreement of the final shortlist	End of w/c 21st October 2019
References taken up for shortlisted candidates	To follow shortlist
Interviews with the RSPCA	End of w/c 28th October 2019

