

# Revitalise

We're the people who create revitalising holidays

A photograph of a man and a woman embracing outdoors. The man, on the left, is wearing a grey cap and sunglasses, smiling. The woman, on the right, has dark curly hair and is smiling broadly, showing her teeth. She has a tattoo on her left forearm and is wearing a black t-shirt. The background is blurred, suggesting an outdoor setting.

Chief  
Financial  
Officer



# Welcome

Dear Candidate

Thank you for taking an interest in the role of Chief Financial Officer at Revitalise. This role will be significant in the next chapter in the history of our charity as we seek to build on the success of our existing holiday centres whilst seeking to increase our national coverage as we embark on our aim to meet increasing need.

Revitalise aims to provide a break that feels like a real holiday, offering wonderful hospitality, combined with 24-hour nurse-led care, for people living with a wide range of conditions including MS, cerebral palsy, Parkinson's and dementia, to name a few.

The main alternative to a break with us is a spare bed in a residential care home – yet independent research confirms there are around 540,000 people similar to our current guests and, as the population ages, this number is growing.

Our guests pay for the breaks and for those who need financial assistance we have a range of funds that can assist – ensuring our breaks are available to everyone. Therefore it is crucial that we seek to be as cost effective as possible whilst at the same time continuing to innovate to drive value for those who benefit from the thousands of breaks we organise each year. The role of CFO is central to that absolute focus.

As our CFO, you will have direct leadership of both strategic and operational finances of a growing organisation, as well as our People, IT and Procurement functions. We are looking for an individual who can balance the rigour and governance associated with a regulated industry, with the entrepreneurialism and risk appetite required to grow an organisation with several different income models. You will need to be agile in your thinking and translate the kind of governance and approaches which more established organisations may take for granted, to Revitalise's current situation and context.

As you will also be leading on non-finance areas, you will need to demonstrate that you can think beyond the numbers and provide the necessary investment into our people and systems to enable sustainable growth and development of all areas. You will have the interpersonal agility to develop key relationships with the Board and, alongside the CEO, an ability to influence with respect to the strategic direction of the organisation.

If you are excited by the challenge of helping us develop and grow our charity and believe you have the skills and commitment to join us on this exciting journey then I would encourage you to apply. I very much look forward to hearing from you.

With best wishes

**Janine Tregelles**  
**Interim Chief Executive**





# About Revitalise

Revitalise is a national charity providing respite care in a holiday setting for disabled people and carers for over 50 years. Revitalise also offers inspirational opportunities for volunteers through one of the largest and most diverse volunteering programmes of any UK charity.

Revitalise was founded in 1963 as the Winged Fellowship Trust (WFT). In 2004 WFT became Vitalise and in 2014 Vitalise became Revitalise. We currently run three accessible holiday centres in Chigwell in Essex, Southampton and Southport.

Our mission is to enable disabled people in the UK to access essential breaks with care and provide inspirational opportunities for volunteers.

We firmly believe that disabled people should have the same rights, freedoms, responsibilities and quality of life as those without disabilities.

Revitalise is a complex and interesting business, that also happens to be a charitable company. The breadth of activities the company is involved in includes sale of holidays, provision of medical care, management of an extensive volunteer programme, maintenance of hotel properties, and the operation of a chain of charity shops. This variety of commercial activity, together with our extensive charitable fundraising programme and plans for future property acquisition and development, means that there is plenty for an ambitious CFO to get their teeth into.



# Job Description

**Job title:** Chief Financial Officer

**Responsible to:** Chief Executive

To be responsible to the Chief Executive for the strategic financial management at Revitalise, working closely with the Chief Operating Officer, Director of Care Quality and the Director of Marketing and Fundraising to ensure our ongoing success and development.

To support the Chief Executive, senior managers and the Boards in planning and delivering a strong and sustainable financial future for the organisation, whilst seeking ways to maximise profitability and reduce financial risk in the short and medium term.

To maintain robust financial controls and devise and implement appropriate policies across the Finance function.

To act as Company Secretary to the Board of Revitalise.

**Specific Responsibilities:**  
**Finance (Revitalise)**

- To be responsible for the preparation of strategic financial plans and forecasts for Revitalise, as part of the business planning process, ensuring that profit targets are challenging yet realistic and that key financial risks are identified and mitigated. Prepare with budget holders and senior managers the annual capital and current budget proposals for approval by Boards before the end of November each year, based on these strategic long-term forecasts.
- To be responsible for the preparation of financial information to the Chief Executive, the Board of Revitalise and the senior team in respect of ensuring that the quality of information supports effective decision making at each level. Accurate and timely monthly reporting to senior management is highly significant given their performance targets.
- To hold and lead monthly meetings regarding financial performance in all areas and ensure all budgets are confirmed and accurate.
- To develop and maintain a system of robust financial controls, underpinned by appropriate financial policies and procedures, to ensure efficient working practices are embedded and that the organisation is protected from fraud and error.
- To oversee procurement, ensuring that correct and appropriate procedures are followed in each case and that staff are trained and supported in managing procurement throughout the Charity.
- To prepare and monitor the cash flow of Revitalise, ensuring that working capital is managed effectively and that any surplus funds are invested in an appropriate manner.
- To be responsible for providing an effective and efficient Accounting, Banking and Cashiering, Stockholding, Purchasing and Financial Support service.
- To be responsible for the insurance policies required, ensuring via our brokers that they are value of money and fit for purpose, and that any requirements and conditions of insurance are promptly and effectively discharged.
- To support managers by critically analysing business cases, contracts and financial proposals.
- To arrange/conduct financial training for budget holders to enable them to fulfil their responsibilities in relation to financial management.
- To be responsible for the preparation of the year end statutory accounts and the annual statutory audit.
- To take responsibility for our outsourced I.T. contract, ensuring it is fit for purpose and delivers value for money.



# Job Description

## Company Secretarial and Governance

- To be responsible for ensuring compliance with the Companies Act and Memorandum and Articles of Association.
- To ensure the Annual Return and other statutory returns are submitted to the Charities Commission and Companies House within the appropriate time limits.
- To call meetings of the Board of Directors and the Finance, Audit and Risk Committee as directed by the Board; and ensure that notice of these meetings is sent to the appropriate persons within the appropriate time limits.
- To be the organisation's key contact for legal matters.
- To take overall responsibility for risk management and ensure that a robust management framework and risk register is in place for the Trust and its trading subsidiary. they interact with us.

## General

- To be an active member of the Senior Management Team, contributing to organisational plans and cross-departmental projects.
- To undertake any other duties which are consistent with the basic objectives and/or duties of the post.





# Person Specification

## Knowledge and Experience

### Essential

- Fully Qualified Accountant
- Experience of leading finance teams in a commercially focused environment.
- Understanding of finance controls, policies and procedures.
- Excellent leadership skills with the ability to develop and motivate others to succeed.
- Experience of using financial software packages.
- Management of significant budgets and closure of period and year end accounts.
- Understanding of audit requirements (internal and external) and experience of liaising with external and internal auditors.
- Experience of preparing statutory accounts in accordance with the Companies Acts and UK GAAP.
- Demonstrable understanding of key issues affecting HR.
- IT literate with a broad understanding of the overall system requirements of SMEs.

### Desirable

- Experience within a charitable organisation and/or regulated environment.
- Knowledge of bids and claims preparation.

## Skills and Leadership Style

### Essential

- Strong team worker, both as part of the Senior Management Team led by the Chief Executive and as leader of the Finance, People, IT and Procurement Teams.
- Organised and disciplined approach with strong prioritisation skills and the ability to work and deliver under time pressures.
- Strategic thinker; able to understand the big picture, prioritise effectively and take decisions in the long term interests of Revitalise. Strong commercial acumen and common sense approach.
- Able to solve problems with confident and effective decision making skills.
- Excellent communication skills, able to present complex information to diverse audiences in a clear and succinct manner.
- Strong negotiating skills; able to persuade and influence colleagues and key stakeholders at all levels.

### Other

- Understanding of how the principles of Equality and Diversity are applied to the workplace.
- To be willing to occasionally work additional/unsociable hours to get the job done.





# Terms of Appointment

<b>Salary</b>	This role attracts a competitive package. Starting salary will be dependent on experience.
<b>Location</b>	London, N1
<b>Pension</b>	Contributory pension scheme (employer contribution up to 4%)
<b>Annual leave</b>	23 days, rising one day per year after two years' service to a maximum of five extra days



# 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](mailto:Katy.Giddens@starfishsearch.com) or [Mark.Crowley@starfishsearch.com](mailto:Mark.Crowley@starfishsearch.com) and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/revitalise-chief-financial-officer/> and click on the apply now button, with the following prepared:

- 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).

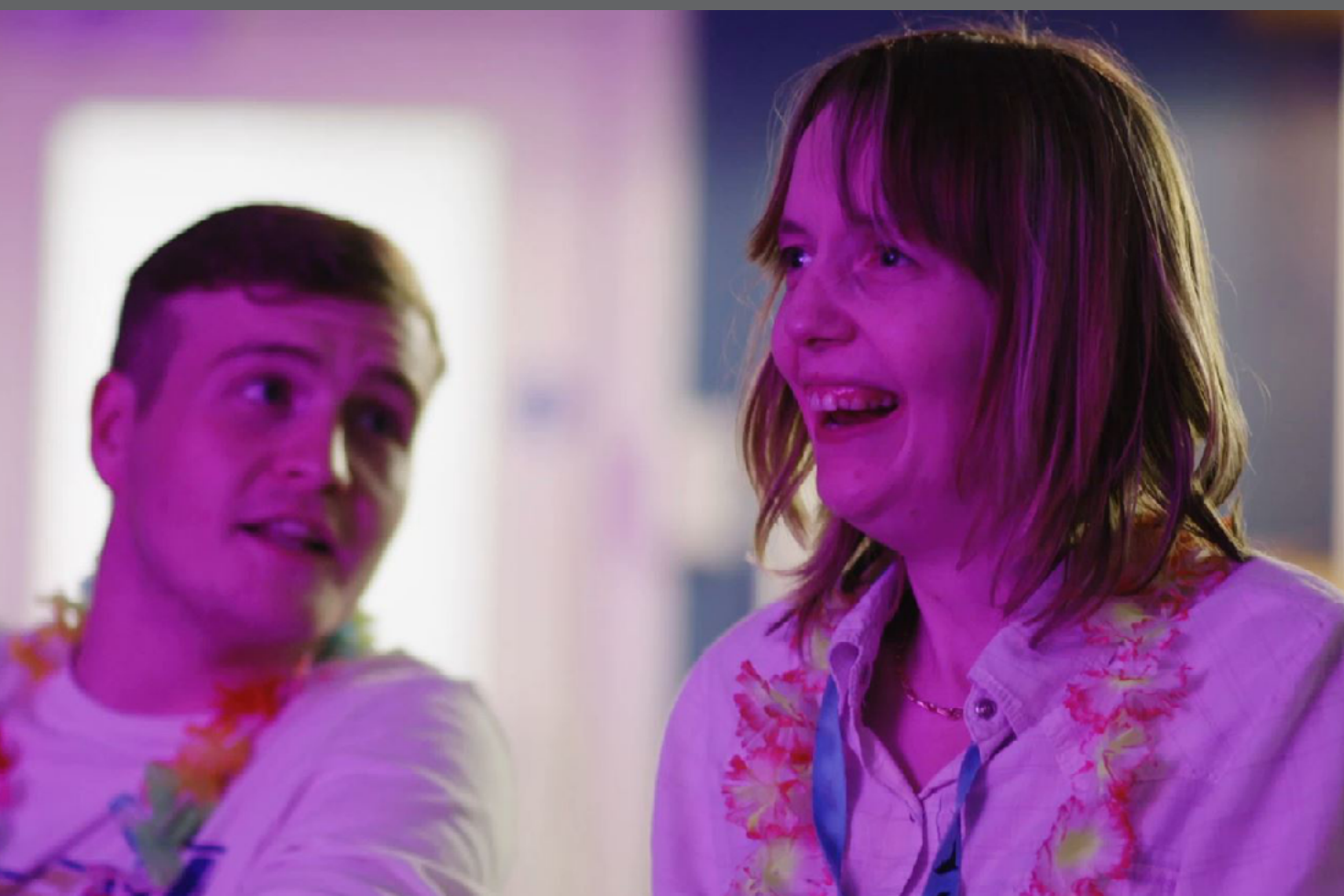
Closing date Monday 30th March 2020

First round interviews w/c 6th & 13th April 2020

Agreement of the final shortlist By end w/c 20th April 2020

References taken up for shortlisted candidates To follow shortlist candidates

Interviews with Revitalise w/c 27th April 2020





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for disabled people and carers.

