

VERSUS ARTHRITIS



Director of
Finance and
Procurement

Welcome

Dear Candidate

Thank you for your interest in becoming our new Director of Finance & Procurement at Versus Arthritis.

Nearly 19 million people in the UK suffer daily pain, fatigue and isolation from arthritis and related conditions. Despite the enormous impact on the individual, their families and society, arthritis too often remains trivialised and forgotten. This is not alright and as Versus Arthritis we are pushing back.

We used the opportunity of merger at the end of 2017 (bringing together Arthritis Research UK and Arthritis Care) to create a vibrant new organisation with the ambition, drive and resources needed to make a real difference. Our people have worked tirelessly together over the last two years to create this wonderful charity, starting with the needs of people with arthritis, building our culture, values and behaviours and working practices. We have created a powerful new voice and brand that is really cutting through.

We are now looking for new leaders to join the team that helped create Versus Arthritis, to work with us to make sure the charity fulfils its promise and maximises the impact of our new strategy in a way that is sustainable in the long-term. We must build on our passionate, dynamic and committed culture and continue to make a difference to peoples' lives by scaling up and delivering our charity's activities to impact on the lives of many thousands more people across the UK. We are excited by the opportunity before us and recognise the responsibility we have, to really make a difference to peoples' lives.

As our Director of Finance & Procurement, you will play a key role in helping us realise our ambitions to extend our reach and impact. Providing financial leadership and strategic advice to me, the Director of Planning and Operations (Deputy CEO), the wider Organisational Leadership Team (OLT) and Board of Trustees, you will ensure that Versus Arthritis has the support it needs to successfully move through its next phase of development and to plan for the future. With responsibility for strategic financial management, enhancing business performance and procurement you will ensure that delivery at scale is sustainable in the long-term.

You will be a qualified accountant with successful experience of leading the finance and procurement function in a complex, medium/large organisation. With a deep commercial understanding of balancing income and expenditure, you will be a confident communicator who is able to influence, advise and challenge Trustees and OLT colleagues on financial matters. Collaborative in your approach, you will bring substantial experience of business partnering and the leadership credentials to support and embed a culture of robust resource management and income generation across the charity. Whatever your sector background, you will be motivated by the role that Versus Arthritis plays and the impact of our work on the lives of people with arthritis.

If you are a progressive leader who shares our values and who has the ability to deliver on our ambitions, I hope you will read on and consider joining something special.

Best wishes
Liam O'Toole CEO



About Versus Arthritis

Too many people accept the daily pain, fatigue and isolation that arthritis causes. Too many dismiss it as 'just a bit of arthritis'. But we don't accept it.

Alongside volunteers, healthcare professionals, researchers and friends, we do everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it.

From challenging and influencing Government to get the big decisions right, to working with people with arthritis and our supporters we are making real headway. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

We have big ambitions and all our activities must work together to deliver these. In this way we will build recognition of the impact of arthritis. We will catalyse and galvanise communities across the UK who push back against arthritis. We will find, discover, innovate and enable new solutions, directly provide these and influence others to make big change happen. We will reach and support every child and young person living with arthritis and we will lead the generation and application of research knowledge relevant to arthritis.

Critical to success is growing our income and creating a sustainable organisation equipped and able to deliver the support and solutions that people will look for.

To find out more about us, visit www.versusarthritis.org

Our Values and Behaviours

- We value our contribution to a truly inclusive and flexible organisation, that prioritises people's health and wellbeing.
- We value learning to increase our impact for people affected by arthritis.
- We value being accountable for our actions and have high expectations of each other.
- We value persevering with challenges when we know it's the right thing to do.



Main Purpose of the Role

The Director of Finance and Procurement will push back against arthritis by continually monitoring the changing finances of the organisation and providing high quality strategic financial planning, modelling and analysis. Reporting to the Director of Planning and Operations (Deputy CEO), the Director will work directly with the CEO, the Chair of the Finance Committee and external investment managers, providing both the immediate and long-term financial view based on latest forecasts and dynamic three-year modelling.

Working across the organisation, they will lead the development of high-level business partnering to ensure all aspects of the charity's activities are conducted in a financially robust and cost-effective manner. The role will include managing a proactive, accessible procurement function to ensure that momentum in delivery is maintained whilst the charity achieves value for money and meets its compliance obligations.

Leading on the preparation and dissemination of annual budgets, strategic financial modelling and statutory accounts and reporting, they will work directly with the CEO and OLT colleagues to prepare the annual budget and rolling three year financial plan and present these to the Finance Committee and Board of Trustees. They will also have to oversee the proactive management of the charity's investment strategy and portfolio.

Expert Leaders

The Director of Finance & Procurement is one of the Expert Leaders within Versus Arthritis whose role is to advise, support and challenge the Organisational Leadership Team (OLT) to deliver against our purpose and strategic objectives. They partner with the OLT, Trustees and other Expert Leaders, providing technical advice, thought leadership and challenge delivering key programmes of work and managing relationships with relevant external stakeholders.

All Expert Leaders are expected to keep people with arthritis at the heart of decision making; to actively role model and champion our values and behaviours and ways of working. You must also demonstrate the skills required to effectively lead and manage teams who work flexibly across the organisation. Expert Leaders are expected to:

- Be subject matter experts with knowledge, skills and experience to support organisational delivery.
- Demonstrate organisational leadership, influence and add value across the organisation.
- Contribute to organisational performance and decision making through a range of executive and non- executive forums to enable delivery.
- Clearly and confidently communicate our organisational purpose and direction of travel to those they work with.
- Role model and actively embed our values and behaviours across all activities.
- Inspire, motivate, support, challenge and develop our people.
- Be visible when and where needed, both internally and externally.
- Inspire, motivate, support, challenge and develop our people.
- Seek out, support and act on the input and recommendations of expert leads.



Management and Key Relationships

Roles managed	<ul style="list-style-type: none">• Finance Team• Procurement Team
Reports to	Director of Planning and Operations (Deputy CEO)
Key Relationships	CEO, Chair of Finance Committee, Trustees, OLT and wider leadership, auditors, investment brokers and suppliers

Key responsibilities

1. Management of the year-end audit process and preparation of annual statutory accounts compliant with the regulations for companies and registered charities.
2. Preparation of management accounts and associated forecasts, undertaking analysis, reporting and long-term financial planning to CEO, OLT and Trustees.
3. Provide sound financial advice to the Director of Planning and Operations (Deputy CEO), CEO, OLT and Trustees and proactive business partnering across the charity in order to facilitate cost-effective delivery of the charity's vision, mission and goals.
4. Develop and maintain financial systems, procedures and internal controls.
5. To proactively oversee our investment portfolio and work with the charity's investment managers and the chair of the Finance and Risk and Audit Committees to review risks, investment strategy and ensure sufficient reserves
6. To lead and manage the procurement function and purchasing requirements across the charity for goods, equipment and services. This includes identifying new purchasing opportunities, renewing and negotiating new supplier contracts and generating cost savings through optimal purchasing patterns.

Key objectives – how success will be demonstrated

- The charity effectively balances expenditure and income and remains financially sustainable over the long term.
- Robust financial planning and reporting underpins all activities.
- The charity is able to clearly demonstrate how non-financial performance metrics align to spend and is clear on our return on investment
- The procurement of goods and services is in line with best practice, is efficient, timely and delivers value for money and demonstrable savings.
- The charity meets and exceeds its financial regulatory obligations and publishes timely and accurate financial information.
- There is a higher level of financial capability and confidence across our employed workforce.

Person Specification

Knowledge and Experience

- A qualified accountant with significant, successful experience in financial management, monitoring, planning and budget setting, including oversight of a significant investment portfolio.
- Demonstrable experience of leading a central procurement team that works in partnership with internal customers to add value to the procurement of goods and services.
- A track record of leading an agile approach to organisational budgeting and dynamic financial forecasting in a complex organisation.
- Substantial experience of the planning for and management of year end audit and the preparation of annual report and accounts.
- Experience of influencing and partnering with non-executive and senior management teams on financial issues.
- An empathy for and understanding of arthritis and other musculoskeletal conditions, their symptoms and effects.

Skills and Leadership Style

- Strong listening and questioning skills; able to effectively take account of and respond to information from a range of sources when developing plans.
- Articulate – able to communicate financial concepts and clearly and persuasively to key internal and external stakeholders at all levels.
- Strong ability to identify and act on opportunities to drive performance in business process and operations.
- A confident communicator with the ability to challenge constructively at all levels and influence change.
- Strong relationship building skills – collaborative with an unwavering customer focus.

Personal Attributes

- Open to other ways of doing things, proactively seeking out diverse views to inform thinking and decision making
- Spots and acts on opportunities to innovate and improve effectiveness and impact.
- Leads by example; demonstrates professional excellence and high integrity.
- Strong commitment to the role, vision and values of Versus Arthritis.

Terms of Appointment

Salary	£89,000
Location	Flexible. Regular presence in all offices including London and Chesterfield.
Benefits	Further information on the benefits offered by Versus Arthritis to their employees can be found at www.versusarthritis.org/about-us/work-for-us/what-we-offer/



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 go to <https://starfishsearch.com/jobs/versus-arthritis-director-finance-procurement/> 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 Experience and Knowledge criteria
- we would be grateful if you would also tell us your current salary details and any dates when you are not available to attend interview

Closing date	Friday 1st May 2020
Preliminary interviews with Starfish Search	w/c 11th and w/c 18th May 2020
First Round interviews with Versus Arthritis	w/c 1st June and 8th June 2020
Final Interviews with Versus Arthritis	w/c 15th and 22nd June 2020



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