



# DIRECTOR OF FINANCE AND CORPORATE RESOURCES



**RESEARCH  
VERSUS  
ARTHRITIS**



# Welcome

Thank you for considering this exciting opportunity to join us as our next Director of Finance and Corporate Resources at such a pivotal stage in our charity's journey.

Versus Arthritis was created in 2018, following the merger of Arthritis Research UK and Arthritis Care. From the beginning our driving ambition was to demand and deliver better answers for people with arthritis. We're proud of everything we've achieved so far, but there is so much more to do.

Our organisation is undergoing a period of significant change and growth; we have recently undergone a strategic review to help balance our budget, streamline our operations and embed the foundations we need for a sustainable future and have also recently launched our exciting new research strategy and are due to launch our organisational strategy in 2022.

As a young charity, with a complex heritage, our new Director of Finance and Corporate Resources will, as part of our leadership team, play an essential role in creating a clear and compelling strategic narrative so that our people understand and collectively embrace our ambitions, priorities and ways of working. We need a strategic leader with in-depth knowledge of charity finance and governance and experience of engaging with a Board to ensure that the operations of the charity are fully aligned and that we have a clear financial strategy that ensures our future sustainability. You will be commercially astute and will work closely with the Chief Executive and the wider leadership team to lead the charity toward sustainable success with innovation and creativity.

This role requires a clear thinker with exceptional interpersonal skills and a transparent, accountable and compassionate style who will provide confident leadership to support the organisation as it continues to evolve and who will be able to shape, develop and inspire a multidisciplinary team. Importantly we are looking for someone with a strong commitment to our work, our values and our Equity Diversity and Inclusion (EDI) principles. We want our employees, volunteers and Trustees to represent the broad diversity of the communities of which we are a part, and for our research, services and influencing work to reflect the diverse needs of all those living with arthritis. Through our diversity and inclusion strategy, we have committed to ambitious targets to increase the diversity of our charity by 2024.

People with arthritis need us to do more. We are looking forward to continuing to demand and deliver better answers for everyone living with the pain, fatigue and isolation that arthritis causes. If you are interested in joining us on our journey we would love to hear from you.

**Ellen Miller**  
**Acting Chief Executive**

# About Us

Versus Arthritis was formed in 2018, following the merger in 2017 of two of the UK's largest arthritis charities, Arthritis Research UK and Arthritis Care. Both charities recognised they could have a bigger impact by combining their strengths.

Arthritis is one of the UK's biggest health problems. Right now, over 10 million children, young people and adults across the UK are living in pain. We refuse to accept arthritis cruelly stealing life from people. Our vision is clear: a world that no longer tolerates the impact of arthritis.

We're 10 million people living with arthritis. We're healthcare professionals, researchers, carers and supporters. All of us Versus Arthritis.

## Defying arthritis together

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.

We are constantly campaigning to challenge the misconceptions around arthritis and to ensure that arthritis is recognised as priority in the UK.

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.

Together we're stronger. With your time, energy and generosity, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority, challenge how people see arthritis and ensure that everyone has access to the best information, advice and support they need, whenever they need it.

Watch **Sally's story** and see how our volunteers help people with arthritis to live better lives. **Join us** and we can do more to support people with arthritis.

## Giving strength when you need it

We know how much strength it takes to live with arthritis. When you need support, we are here to help in whatever way you need us – on the phone, online or in person. Watch the **video** to find out more about us.

You can:

- speak to our trained advisors by calling our **arthritis helpline**
- share experiences and advice with other people with arthritis on our **online community**
- find **face-to-face support in your area**
- ask our **arthritis virtual assistant** a question at any time of the day.

## Creating change

There are too many people with arthritis who are living in pain without access to good enough care or treatment. That's why we are bringing together **researchers** from across the world, funding them to develop more and better treatments. And we are working with **healthcare professionals** in their development so that they can support people with arthritis.

## Partnerships

Our partners play a huge part in improving the lives of those living with arthritis. We create transformative, sustainable and mutually beneficial partnerships that will inspire and change lives.

From sponsorship and cause-related marketing, to multi-year strategic partnerships, read more about how our partnerships support our **10 million Versus Arthritis appeal**.

Also **read about Arthr** - a new social venture that makes brilliant products for better living. Arthr is a forward-thinking social venture powered by Versus Arthritis on a mission to design, develop and champion brilliant, well-designed products.

# Job Description

<b>Job title:</b>	Director of Finance and Corporate Resources
<b>Reports to:</b>	Chief Executive Officer
<b>Direct reports:</b>	PA Directorate Business Manager Finance and procurement Awards Governance, risk and assurance Legal Strategic Planning, projects and programmes Performance and impact Insight ICT Facilities Data and digital development.
<b>Key relationships:</b>	Trustees Chief Executive Officer Organisational Leadership Team People with arthritis and their representative groups Internal and external auditors Relevant government, healthcare and policy networks High value donors, funders and partners Staff and volunteers.

## About Versus Arthritis

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, researchers, editors, accountants and service providers all doing 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. Together, we're making real progress. 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.

Working in this way requires sustained commitment and the Organisational Leadership Team (OLT) are collectively responsible for inspiring, motivating and leading our people to deliver against our purpose and strategic objectives. All members of the OLT are expected to:

- Be leaders for Versus Arthritis first and their areas of expertise and responsibility second.
- Provide clear, confident articulation of purpose and direction of travel.
- Role model and actively embed our values and behaviours across all of our activities.
- Actively champion our brand values with energy and dynamism.
- 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.

**Role purpose:**

You will ensure we have a clear financial strategy that makes best use of our resources and is sustainable in the long term. You will lead expert teams to deliver excellence in policy, process and systems in a range of infrastructure of "back office" functions to ensure that we are a "well managed organisation". This includes ensuring our governance is in line with charity commission and other relevant guidance.

**Main Responsibilities**

1. Acting as the charity's Chief Financial Officer, supporting the finance team to ensure the charity has sound financial plans, robust controls, a culture of value for money/financial responsibility, and a skilled team who partner the business;
2. Ensure that the charity is a "Well Managed Organisation" with strategies, teams, policies and processes across the areas of functional responsibility that are efficient and effective;
3. Ensuring accurate and insightful performance reporting, building a performance culture across the charity;
4. Ensuring that the charity has a clear understanding of risk and control, including management of internal and external auditing programmes, and co-ordination of safeguarding activity;
5. Managing an efficient governance function, ensuring committee and trustee support and legal advice is timely and effective.



# Person Specification

As an experienced leader with exceptional interpersonal skills you will work closely with OLT colleagues and Trustees to ensure that the operations of the charity are fully aligned, focused and effective, delivering on time and to budget. You will be consistently good storyteller, providing a clear and compelling strategic narrative so that our people understand and collectively embrace our ambitions, priorities and ways of working. You will have an understanding of what it takes to deliver charitable activities at scale and provide confident leadership to support the organisation as it continues to evolve. Alongside this you will have commercial acumen and a head for numbers so that growth of delivery can be sustained over the long-term.

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

The sections below set out the specific, knowledge, skills, experience and behaviour's essential to be effective in the role.

## Knowledge and Experience

- Strategic financial leadership spanning organisational planning, budgeting, risk, and reporting;
- Experience of improving policies and processes in comparable organisations;
- Experience of running high quality infrastructure services;
- Experience of managing teams through change;
- Evidence of acting as client/expert user in the design and delivery of new systems;
- Success in delivering increased cost-effectiveness;
- Evidence of introducing performance metrics and delivering tangible improvements in infrastructure services;
- Understanding of the requirements of legislation, charity commission and professional body guidance on being a well managed charity;
- A good working knowledge of how the different functions in the directorate operate, what their challenges are, and how they should be working:
  - Charity financial management
  - Procurement, awards and contract management
  - Governance
  - Risk and safeguarding;
- Qualified accountant.



### Skills and Abilities

- Ability to work with ambiguity, lead through uncertainty, generate and support effective networks that are focused on the delivery of our strategic priorities;
- Demonstrable understanding of the range of conditions that make up arthritis and other musculoskeletal conditions, their symptoms and effects, treatment, and services;
- Strong listening and questioning skills with demonstrable ability to effectively take account of and respond to information from a range of sources when developing plans;
- Strong organisational development skills, able to identify and act on opportunities to drive performance in business process and operations;
- Able to communicate complex concepts and new ideas clearly and persuasively to key internal and external stakeholders at all levels;
- Exceptional interpersonal and relationship building capability – collaborative and with a strong customer focus.

### Styles and Behaviours

- Demonstrably 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 to improve the effectiveness and impact of what we do and the way we work;
- An effective leader, with the vision and presentational skills to motivate and empower to achieve and maintain a high performance culture;
- Exceptional attention to detail and ability to work simultaneously on multiple priorities.



# Terms of Appointment

At Versus Arthritis, we want to be a great employer, focusing on flexibility, inclusion, collaboration and health and wellbeing. We live our values, putting people with arthritis at the heart of what we do. We believe our employment offer is compelling and competitive. It's been developed with our people to reflect what matters most to them, the value that we place on people and our beliefs as a charity.

## Salary

The salary for this role is £110,000 per annum on a full-time permanent basis.

## Location

Our working environments and practices encourage and support you to have greater control in where, when and how you work. You will be supported to work flexibly, collaboratively and inclusively to meet your needs and the needs of the organisation. From standing-friendly meetings and smart use of technology, to flexible working hours and locations, we want our people to have a healthy work/life balance. Flexible location, but regular presence in Chesterfield and London will be required.

## Pension

When you start, you'll have access to free and independent pension advice through Lucas Fettes Financial Planning Ltd. If you qualify you'll be auto-enrolled into our group personal pension plan provided by Royal London. To start with you'll contribute 3% and we'll put in 6%. After your first year you'll have the option to increase it to 5% and 10%.

## Annual leave

When you start, you'll be entitled to 34 days annual leave including public holidays, rising incrementally to 38 days annual leave after you've been here four years.

## Additional benefits

### • Health and wellbeing

We're committed to the health and wellbeing of all our employees and we aim to be an exemplar employer for people with arthritis and other musculoskeletal conditions. After completing their probationary period, employees can access 'My Healthspan', our personal, confidential and holistic health review. My Healthspan is designed to enable you to support and develop your health and wellbeing, in particular your musculoskeletal health. We also provide a health plan scheme which supports you with health care costs for everyday health treatments such as dental check-ups as well as physiotherapy and other complementary therapies.

### • Discounted gym membership

Benefit from discounts at over 3,300 gyms, spas, pools, studios and outdoor fitness events across the UK. This includes all the main UK chains, low cost operators, many leisure centres and studios offering yoga, Pilates and CrossFit.

### • Eyesight tests

We make a contribution towards the cost of your eyesight test and prescription glasses or contact lenses, helping you maintain good eye health.

### • Advice and support services

You'll have 24/7 access to our employee assistance programme (EAP). It'll provide you with free, impartial and confidential advice and support to help you live well, be well and work well.

### • Parenting Policies

We are committed to supporting our people as they become and during their time as parents. In addition to our flexible ways of working, we also provide enhanced maternity, paternity and adoption pay and enhanced paternity leave to help you make the most of the precious time with your newest family members.

### • Learning and development

We want you to keep developing your skills, and you'll have opportunities to do this with face-to-face and online learning. We also offer a programme for our people managers, including core management skills, managing change and managing mental health in the workplace.

### • Life assurance

In the event of death in service, your nominated beneficiary would receive four times your annual salary.

### • Giving something back

We can help you give a little back to any charity of your choice. You can join the payroll giving scheme, which sends a donation directly to your chosen charity from your salary every month.

### • Transport

If you use public transport to get to the office and your contract is for 12 months or more, you can take advantage of our interest-free season ticket loans. These are also available for car park season tickets. Or if you'd prefer to come into work under your own steam, then you might like to sign up to our cycle to work scheme.



# 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 [joelle.prins@starfishsearch.com](mailto:joelle.prins@starfishsearch.com) and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/va-dir-fin-corp-res/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Please also ensure you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Versus Arthritis is committed to being an inclusive employer with a diverse workforce. We are actively looking to strengthen the diversity of our team and we encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.

## Recruitment Timetable

Closing date:	Friday 7th January 2022
First stage interviews:	Monday 17th January 2022
Second stage interviews:	Monday 24th January 2022

