

Director of Finance

Recruitment Pack



**PROSTATE
CANCER UK**



A welcome from our Chair

Thank you for your interest in the role of Director of Finance at Prostate Cancer UK – one of the UK's most vibrant and vital cancer charities.

Every day, in the UK, over 160 men are diagnosed with prostate cancer and over 30 die of the disease. Prostate cancer has rarely been out of the news, having become the most commonly diagnosed cancer in 2018, and having then suffered the biggest drop off in referrals and treatments of all cancers since the Covid-19 pandemic hit.

We have a bold strategic ambition that informs everything we do – we want to see a future where lives are not limited by prostate cancer. Today, Prostate Cancer UK is leading the fight against prostate cancer by funding ground-breaking research, supporting men with advice and information and influencing for change in UK policy and health services. We are also starting the conversations that need to happen across the UK so that people become more aware about prostate cancer and their personal risk. To keep pace with our ambition we need to grow our income and have a transformational growth plan in place to enable us to do that.

As with many charities, the Covid-19 pandemic had a very abrupt impact on our activities, and we saw a sharp decline in our income in the immediate months following. Inevitably, we faced tough decisions and I am proud that after a period of change and uncertainty, we saw our income exceed our plan for the 2020/21 year and we now have a strong platform for continued growth in the years ahead.

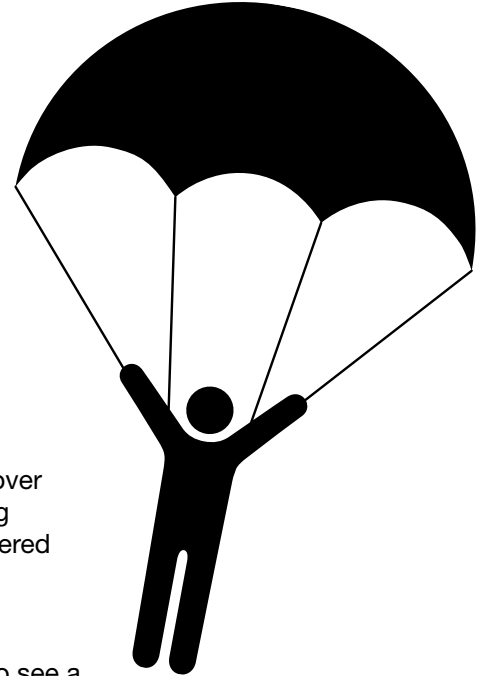
As Director of Finance you will play a critical role, working alongside myself, our Treasurer and wider Board of Trustees, together with our new Chief Executive and vibrant Leadership team. You will be instrumental in making sure that we are in the best shape to realise our ambition; and you will help us uphold the highest standards of governance; taking the lead in bringing together our approach to business planning and future strategic development. You will ensure that we create and sustain the conditions for our future success, advising myself and the Board on developing innovative, up-to-date and well planned solutions for our resources. This will include playing your part in moving the charity to successful hybrid working practices.

A strategic leader, you will embrace our collaborative approach to work across the organisation as a critical friend, enabler and constructive challenge to the senior team. You will be a rigorous, clear thinker who will help move the organisation forward.

At Prostate Cancer UK we need the very best people to help us achieve our ambition. If you believe you are a great fit for the job and our organisation, and want to make a difference for men, I hope you will be inspired to find out more.

With best wishes,

Charles Packshaw
Chair of the Board of Trustees



Introduction

We are Prostate Cancer UK. We want a future where lives are not limited by prostate cancer. We work to stop prostate cancer damaging bodies and lives. We unite the brightest minds in science and healthcare and the most passionate and caring people to help men live long and live well. We do this because we have a big problem.

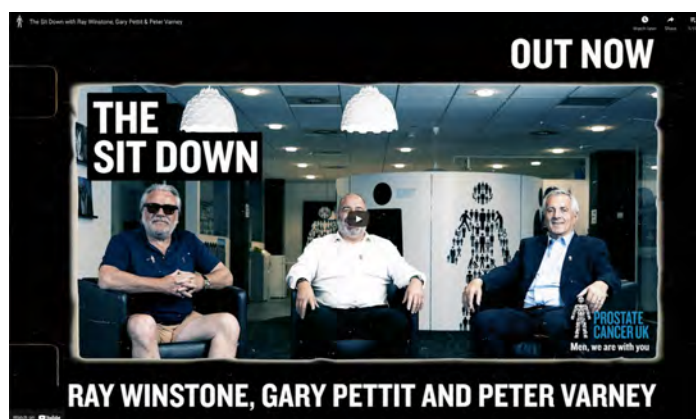
Every year prostate cancer kills over 11,500 men in the UK. In 2018 it was the most commonly diagnosed cancer in the UK. It kills more men than any other cancer – it is as big an issue for men as breast cancer is for women.



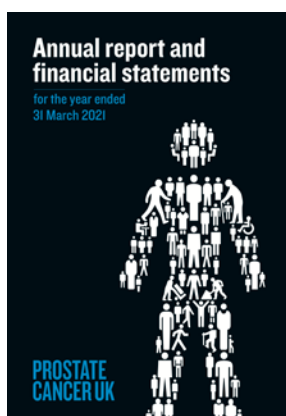
What we do

We fight to help more men survive prostate cancer and enjoy a better life. We do this because we believe men are worth fighting for. We focus on:

- **Supporting men** living with prostate cancer and the effects of treatment.
- **Finding answers** by funding research into tests, treatments and causes.
- **Leading change** by campaigning and collaborating to get the best treatment and support for men.



Video: Our ambassadors join us in saying 'Men, we are with you'



[Read our latest annual report and financial statements](#)

[Read more](#)



[Our research strategy 2020-2030: More cures, less harm](#)

[Read more](#)

Our priorities

To have the biggest possible impact for men with prostate cancer, those not yet diagnosed and future generations, we need to tackle these priorities:

Get men diagnosed earlier

This is the most critical part of our plan to stop prostate cancer killing men, because if it is caught early, before it has spread outside the prostate, there's a chance it can be cured.

Get men diagnosed more accurately

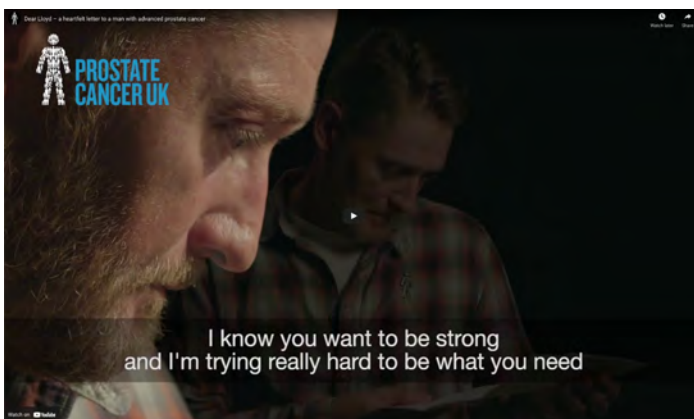
An accurate diagnosis of prostate cancer, that shows if it's spread and how aggressive it is, is vital to help more men survive. It enables men to choose the most appropriate treatments and getting that right gives them the best chance against prostate cancer.

Get better treatments

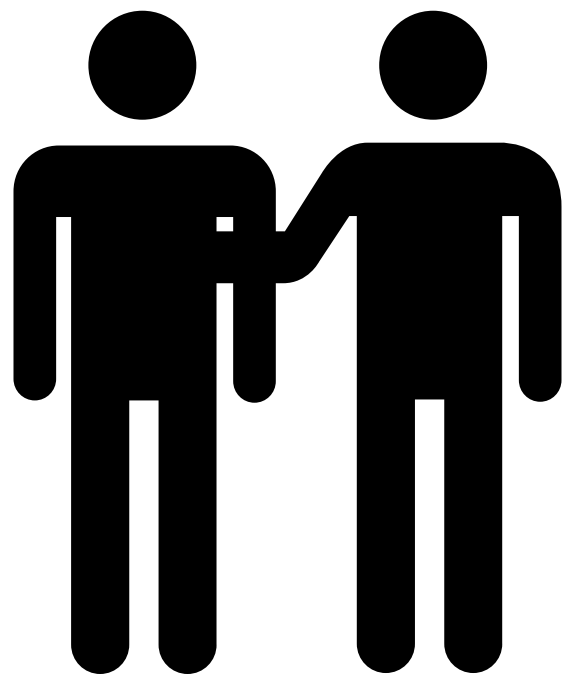
More effective treatments for prostate cancer could save men's lives. Once prostate cancer has spread outside the prostate, there is no cure. Current treatments are not always effective enough or suitable and available for all men. Too many treatments leave men dealing with harmful side-effects.

Get better support

Getting the right information at the right time can save lives. Our information helps men know their risk so they can take steps to get diagnosed early enough to be successfully treated. It can empower men to choose and to demand the right treatments that will stop the cancer coming back further down the line.



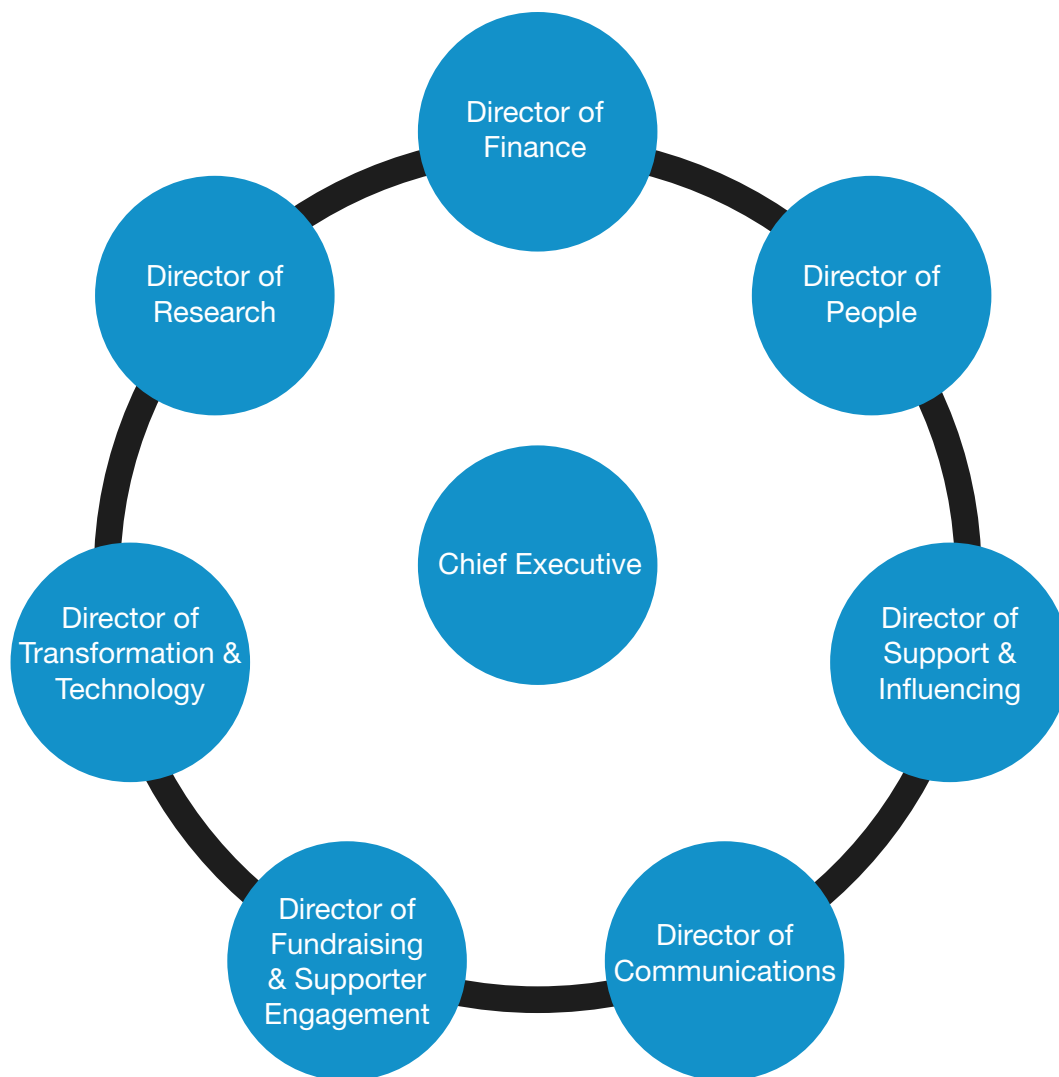
Video: A heartfelt letter to a man with advanced prostate cancer



Leadership Team

Everyone at Prostate Cancer UK is working together towards our vision of a future where lives are not limited by prostate cancer.

To succeed we need to accelerate medical research into prostate cancer, make more men aware of their risk of prostate cancer and enable more men to have access to improved diagnosis, treatment and support. And to deliver that, we need to grow our income, and fast, with a motivated, engaged and efficient organisation all working towards the same ambition.



Find out more about us at www.prostatecanceruk.org

Working here

As Director of Finance, I work collaboratively with the Board and Leadership Team to develop and implement strategies and plans which ensure the continued growth and success of the organisation. I enable the planning, management and effective support of our current and future resource needs. A confident leader and decision taker, I work across the organisation to ensure that we are in the best shape possible to realise our ambition.

What I do:

- As a member of the Leadership Team, I support the development and effective implementation of strategy and business plans.
- Develop and lead the organisation's business planning and budget process.
- Act as an enabler, critical friend and constructive challenge to the senior team.
- Ensure the organisation's ambitious growth plans are robust.
- Ensure organisational risks are well understood, mitigated and managed with rigorous processes in place.
- Lead on great business support for the whole organisation to drive optimal decision making.
- Ensure good financial management is in place with effective procedures and processes to meet regulatory requirements.
- Lead on making sure our facilities and IT infrastructure are fit for purpose to enable our people to work effectively.
- Establish and maintain great leadership for the Finance, IT and Facilities teams.
- Champion great customer service and collaboration in the team's contact with internal and external stakeholders.
- Champion value for money across the whole charity and make sure contractual arrangements and leases are appropriate.
- Lead on GDPR compliance and act as Data Protection Officer for the organisation.
- Lead on Health & Safety compliance.
- Contribute to, and participate in, Board meetings and sub-committees. Act as the Lead Executive for the Finance, Risk and Audit Committee of the Board, working closely with the Treasurer.

I have the essentials covered:

- Chartered accountant (ACA) or close equivalent.
- Worked at Executive and Board level with demonstrable evidence of successfully contributing to the wider organisation agenda and management of organisational business and budget planning.
- Technology literate.
- Commercially astute to support our income generation.
- Experienced in understanding contracts and leases from a commercial point of view.
- Confident leader and natural collaborator with excellent communication skills.
- Successfully delivered improved efficiency and effectiveness in a growing organisation.
- Experienced in developing and implementing strategies and business plans to support growth.
- Experienced in developing and leading high performing, multi-disciplinary teams.

I may have some optional extras:

- Company secretarial experience.
- Knowledge of charity accounting requirements.

How I work

Demonstrating our working principles – Leadership in action

Be direct and conversational

- Give regular and timely feedback– to each other and our teams.
- Be available and visible inside, and outside, the organisation.
- Set clear performance expectations to enable us to deliver our strategy and take our teams with us.
- Use accessible language.
- Know, and be consistent about, why we are doing what we are doing to achieve the best we can for men.

Be responsive and supportive

- Be responsible and accountable for decisions and actions we take.
- Support skills and knowledge development.
- Encourage, and create, the opportunity for employee innovation and input.
- Do what we say we are going to do; if things change explain why.
- We are passionate about what we do, the cause and our people.

Be bold and energetic

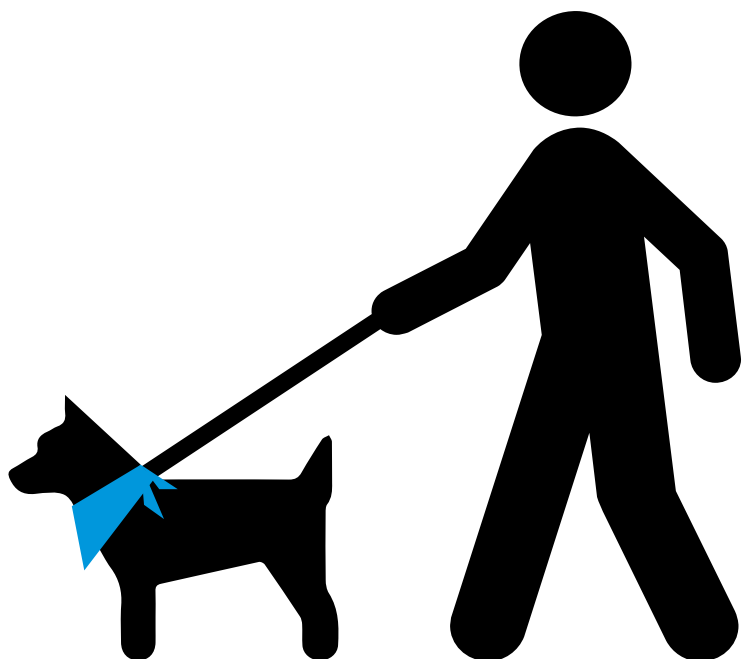
- Be brave – try new ways to achieve our priorities where it makes sense to do so.
- Let go – trust and empower our teams to deliver.
- Move conversations along – not dive into unnecessary detail.
- Be inspirational, ambitious and hard working.
- Don't hide behind process, use them to help get us where we need to be.

Be honest and unembarrassed

- Be responsible with the information we share.
- Admit when we get it wrong.
- We don't know all the answers, ask for help/input.
- Be ourselves.
- Empower our people to say what they think and enable open and honest two-way conversations.

Be flexible and collaborative

- Work together as a leadership team.
- Be flexible in prioritisation.
- Share knowledge and learning.
- Celebrate success.



The practical nuts and bolts

I report to: Chief Executive

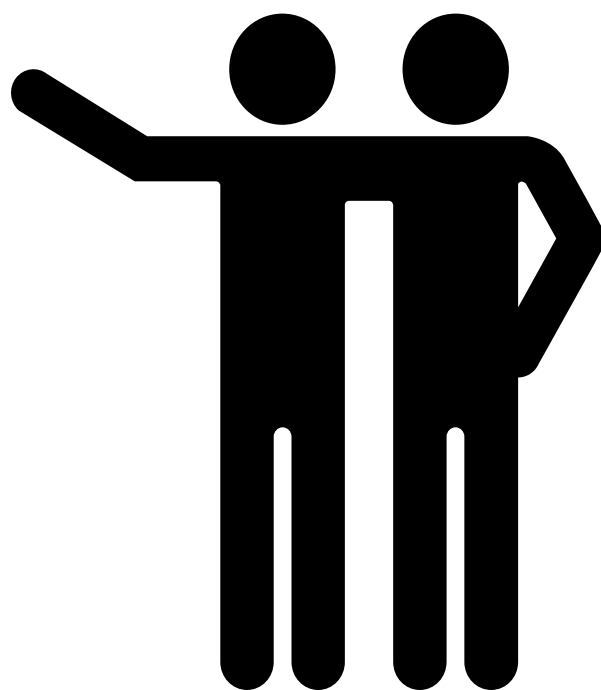
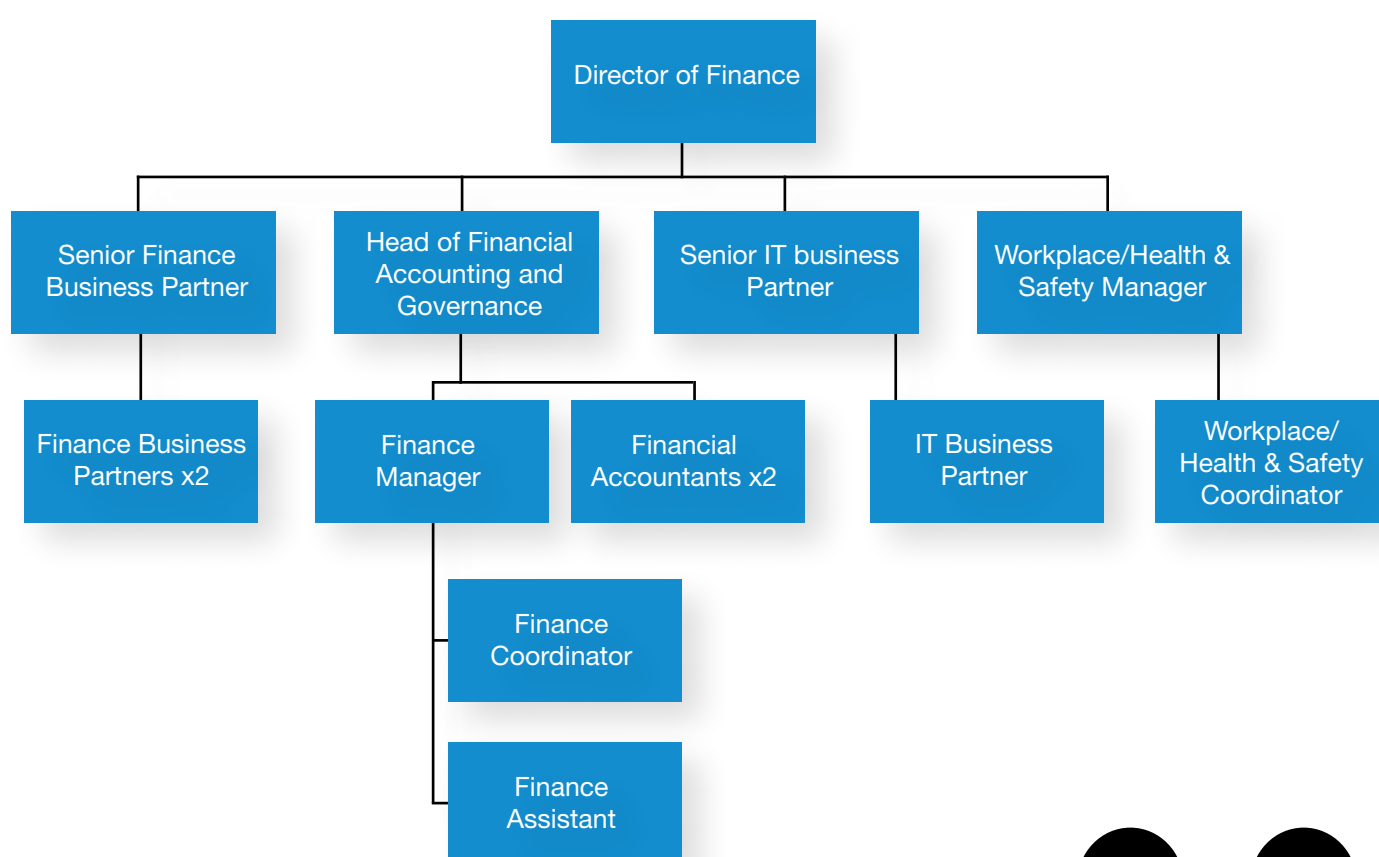
Contract: Permanent

Hours: Full time, 37.5 hours per week

Budget: 2020/2021 income £27.9M

Location: London Bridge with remote working 2-3 days per week

Team structure: A team of around 14 employees, organised as follows:



What we offer

Salary

The salary for this role is circa £95,000 per annum on a full-time permanent basis.

Time off

We offer all of our employees **28 days' annual leave, plus bank holidays**, plus two additional days related to length of service. Once you've completed five years' service, you can apply for a sabbatical.

Agile and flexible working

We are moving towards hybrid working arrangements, as covid restrictions allow. You can vary your location, working hours and days to help you achieve your best performance and a good work/life balance. Our core working hours are 10am to 4pm Monday to Friday, unless otherwise agreed. We have adopted agile working in our London office, and we anticipate our people will spend 2 or 3 days a week in the office, dependent on the needs of their role.

Employee assistance programme

Through our independent provider, we offer a free, confidential telephone service for everyone in our team, their spouse/partner and any children under the age of 21 living at home. This service offers guidance on a wide range of topics such as money management, legal queries, stress, domestic matters, bereavement, emotional problems and more.

Discounted gym membership

We've teamed up with Fitness First to offer a great 50% discount on multi-gym membership. Our closest gym – Cottons London Bridge – is one of only a small number of premier gyms offering a wide range of facilities and is just a minute from our London office; or you can use any of their 45 other locations in London.

Pensions

Defined contribution, maximum 5% employee and 7% employer.

Season ticket loan

Pay off the cost of an annual rail travel card through deductions from your salary each month, interest free.

Cycle to work scheme

You can buy a new bike and pay it off in monthly instalments through deductions from your salary (up to £1,000).

And that's not all...

- Life assurance: 3 x annual salary
- Free income protection scheme
- Enhanced maternity, paternity and adoption pay
- Enhanced sick pay
- Benefits portal offering discounts for high street shops

Career development

As a member of our team, you'll be doing everything you can to help us achieve our vision of a future where lives are not limited by prostate cancer. And we'll be doing everything we can to support you every step of the way. We're committed to helping all of our people develop their skills and reach their full potential.

From face-to-face training to secondments and volunteering – you'll have all the opportunities you need to make the right moves for you. With one third of our vacancies filled internally, our record speaks for itself.



How to apply

We hope you will consider making an application. We are committed to increasing the diversity of our Leadership Team and would particularly welcome applications that would help us achieve this aim.

If you have questions about the appointment and would find it helpful to have an informal conversation, please contact **joelle.prins@starfishsearch.com** and we will be happy to arrange a call.

To make an application, please go to **<https://starfishsearch.com/jobs/prostate-cancer-director-of-finance/>** 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 what we're looking for.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

The expected recruitment timetable is set out below:

Closing date:	Friday 28th January 2022
Preliminary interviews with Starfish:	w/c 14th February 2022
Initial meetings with Prostate Cancer UK:	w/c 21st February 2022
Final interviews with Prostate Cancer UK:	w/c 14th March 2022





**PROSTATE
CANCER UK**



Prostate Cancer UK is a registered charity in England and Wales (1005541) and in Scotland (SC039332).
Registered company 02653887.