



Director of Finance
and Resources

Introduction from the Chief Executive

Dear Candidate,

Thank you for your interest in joining King's College Hospital Charity as our Director of Finance and Resources.

This is an exciting and critical time for us as a charity following the extended COVID period. During the pandemic we have been proud and privileged to be able to make a huge difference to the work of King's College Hospital Foundation Trust having raised £1.5m from our award-winning emergency appeal. Our attention is now focused on taking forward our new strategy to improve patient experience, enable more patients to get better care, and to provide extra support for patients who are experiencing frailty, whatever the reason.

Over the next three years we aim to significantly grow our support for the patients of King's College Hospital Foundation Trust which delivers both care to 4.5 million people in the local communities and also world leading specialist care across a much wider area. As well as delivering services from the King's site at Denmark Hill, the Trust also delivers services at Princess Royal University Hospital (PRUH), Beckenham Beacon, Orpington Hospital and Queen Mary's Hospital for patients in South East London, Bromley and Kent.

These ambitions will build on our work over the past four years, which has seen a significant step change for the charity as we have brought our fundraising and communications programme in-house to enable us to deliver more sustainable income for our work. We have created a coherent, effective grants function, which will lead to improved outcomes and increase our impact; and have modernised our infrastructure to enable us to work flexibly and efficiently while fostering a One Team approach.

The role of Director of Finance and Resources is central to almost every area of our work, from effective financial management, governance and IT to people and organisational development. This role is an exciting opportunity to support the Charity to make a huge impact on the lives of millions of people from our communities in the coming years by working as part of a professional, highly motivated Senior Leadership Team that works hard to achieve our goals and bring our values to life in every aspect of our work.

We want to ensure that there is a diversity of perspectives across our staff team which are truly representative of our local communities. We particularly encourage applications from under-represented groups with the relevant skills and experience, including those from ethnically diverse backgrounds and people living with disabilities across a broad age-range.

If, once you've read the pack, you feel you have the passion for our work and the right mix of skills, energy, and flair to embrace this broad and challenging role and enable our strategy to fly, then I would love you to apply.

Your faithfully



Gail Scott-Spicer

About us

King's College Hospital Charity – changing lives, pioneering care

Who we are

We are dedicated to supporting life-changing care at King's College Hospital NHS Foundation Trust. Serving a population of 4.5 million people, King's College Hospital is one of London's largest and busiest teaching hospitals and one of four major trauma centres in London. It is also a world-class research facility and a national and international centre of excellence for people requiring specialist care.

King's patients are at the heart of everything that we do. We make the best care for patients possible by raising money for cutting edge equipment and facilities, supporting our staff, innovative research and pioneering treatment.

The Charity makes a real difference in our hospitals by enabling developments above and beyond what the NHS is able to provide. We support projects that push boundaries and transform clinical services in order to improve the experience of staff, patients and their loved ones, ensuring more positive outcomes for all. In 2020/21 we raised £3m and awarded £2.8m in grants, through our three directorates and staff team of 22. Our reserves at end of 2020/21 were £25.3m, including restricted funds.

Who we help

We aim to support all the patients at King's College Hospital NHS Foundation Trust, providing healthcare across south-east London and Kent from five locations (encompassing the boroughs of Lambeth, Southwark, Lewisham and Bromley).

To find out more about our work and the hospitals we serve, please visit our website supportkings.org.uk/who-we-are

We are ambitious

In the last year we supported the Foundation Trust by raising £1.5 million through our COVID-19 Appeals, to support projects aimed at supporting the Trusts staff and improving the patients' experience during one of the most challenging times for the NHS in living memory. This includes the delivery of an innovative bereavement service supporting loved ones and staff alike who were bereaved during the pandemic.

Awareness of the Charity has grown significantly as our profile has increased in local and national media, through the work of our communications team, as has our digital presence with our social media following on a meaningful upward trajectory through online activities such as a tweetalong with Bafta nominated Channel 4 documentary, Surviving Covid, which was filmed in King's College Hospital's new Critical Care Centre that had been the subject of significant capital fundraising appeal undertaken by the Charity. This increased awareness has resulted in the Charity being included for the first time in Savanta's Top 100 list of the Most Loved Charities.

We were recently highly commended at the Third Sector Awards for two nominations having been shortlisted for four awards ranging from the Best Fundraising Campaign to Service Innovation and the Chief Executive of the Year (under £5m) Awards.

[Click here to read our Annual Report](#)

[Click here to read our Impact Report](#)

Job description

Job Title: Director of Finance and Resources

Direct reports: 5 total, 3 direct reports

Key relationships:

Charity Trustees; other Charity Directors (members of the Senior Leadership Team) and all Charity staff; Directors and Heads of in the Foundation Trust; investment advisors & managers; external & internal auditors, bankers, insurance brokers; other suppliers to the Charity.

Role purpose:

Our Director of Finance and Resources is a key member of our Senior Leadership Team, reporting to the CEO, and having key Trustee relationships with our Treasurer and Chair. The role provides senior financial leadership and advice, and ensures the effective management of the Charity's financial, physical, information and people resources.

The Director supports the CEO in strategic and operational planning, governance and compliance of the charity long term and day to day, a role in which they work strategically across the organisation.

The Director is responsible for Finance, Governance, People, Legal (including Data), IT and Facilities management, leading a team of 5, and working closely with the CEO and other Directors.

Main responsibilities:

1. Strategic leadership

- Support the Chief Executive/Senior Leadership Team in the development of the Charity's strategy and plans ensuring they are financially sustainable.
- Lead in the development of the Charity's risk management strategy and plan.
- Support the Chief Executive in maintaining effective working relationships with Senior Managers within the Foundation Trust and other NHS linked charities.

2. Financial leadership & advice

- Lead in the development of strategic financial plans, annual operating plans and budgets. Implement and achieve the ten-year Financial Strategy and contribute to the achievement of the Charity's three-year strategy.
- Provide financial advice, as required, to the Board, the SLT, and other staff.
- Ensure the development and production of annual accounts in accordance with the prevailing financial reporting and appropriate financial reports including monthly financial performance reports to support decision making at cost centre, SLT and Board level.
- Ensure the effective management of the Charity's cash and investments in line with policy agreed by Trustees.
- Ensure efficient and effective integration of the Finance function with the Fundraising and Grants teams.
- Liaise with the Charity's bankers, investment advisers and managers and ensure that appropriate investment performance information is provided to the FA&IC.
- Support the Financial Controller to further develop and manage financial reporting, systems and controls and other financial records, ensuring that they meet the evolving needs of the Charity.

3. Governance & Risk

- Work closely with Chair of Board, Chairs of the Committees and CEO to support Board of Trustees and act as executive lead for two Committees: Finance, Audit and Investment, and Governance. Including setting the agendas in conjunction with the Chair and submitting papers, facilitating the activities of that Committee including supporting the recruitment of Trustees, undertaking Board reviews, updating the Governance Manual and operational policies including the financial standing orders.
- Manage the appointment and arrangements with the internal and external auditors.
- Ensure the Charity's risk management policy is complied with, maintain the risk register and ensure regular risk reviews and assessments are carried out.
- Ensure appropriate legal support to the organisation, seeking advice where appropriate and lead on action to ensure compliance with relevant legislation and work to best practice.
- Ensure that the organisation is appropriately, and cost effectively insured against all relevant risks.
- Act as Company Secretary, ensuring that the organisation complies with corporate governance requirements and take oversight of Complaints. Ensure compliance with the Charity's Regulators' including HMRC, the Charity Commission, Companies House and The Pension's Regulator.
- Act as lead for Charity's Safeguarding policy and compliance.
- Monitor the external operating environment, including the regulatory, financial and charity sectors, and advise on any action required.

4. People management

- Embed the recently created HR function, and Head of HR role.
- Support the Head of HR to achieve the three-year HR strategy and organisational development, with particular attention to EDI and the wellbeing of our people.
- Through the Head of HR ensure appropriate policies and processes are agreed and implemented to enable effective staff recruitment, remuneration, management, development and retention.



5. IT & Digital

- Complete and deliver the three-year IT & Digital strategy.
- Act as the Charity's GDPR lead, ensuring internal awareness and compliance. Lead in ensuring appropriate policies for information management / governance and data protection are agreed and implemented and work with other directors to develop an information, communications and data strategy.
- Support the team to manage the external supplier of the Charity's IT systems.
- Ensure the Charity follows the Foundation Trust's process for provision of NHS Mail.
- Take oversight of Charity systems & compliance responsibilities across the Charity.

6. Facilities management

- Lead in ensuring that the Charity has appropriate accommodation and equipment which meets its needs and has appropriate security, health & safety and business continuity policies and plans.
- Liaise with the Foundation Trust Estates team, ensuring the Charity Offices serve our needs, and the recent move in and staff return to office working is embedded effectively.

7. Legacy administration

- Act as the primary contact with executors and their legal advisers in relation to the administration of legacies and collection of amounts due to the Charity.

8. Team leadership

- Provide line management, delegation, development and support to the Finance, People and Facilities Management teams, totalling five staff, three as Direct Reports.
- Monitor staff performance and development, set objectives and conduct performance development reviews (PDRs) as appropriate.
- Support professional development and talent planning across the Team as appropriate.
- Live the Charity's values, leading by example as a Director of the Charity. As a member of the SLT ensure the charity's culture is positive and issues from staff surveys or other feedback are addressed swiftly, positively and where appropriate in a co-production manner.



Person specification

Knowledge and Experience

Essential

- Qualified accountant, or equivalent experience.
- Successful track record in leading the finance function of a complex, competitive, customer-focused organisation.
- Successful track record in building engaged working climates, where staff are motivated, performing to a high standard and engaged.
- Evidence of working with board members and other senior management to help deliver strategic objectives, good governance and financial priorities.
- Evidence of identifying new strategic initiatives and leading change.

Desirable

- Previous experience in managing internal audit. Payroll, pension and procurement functions would be an advantage.
- You don't need to have worked for a charitable organisation previously, but a good level understanding of the charitable sector is important.
- Experience in leading HR and/or Digital IT.

Skills and Abilities

- A proven ability to think and act strategically.
- Evidence of strong analytical and problem-solving skills.
- Sharp commercial acumen; able to spot opportunities and make connections.
- Strong and effective leadership and management skills - supporting, involving and guiding staff so they feel valued, inspired and empowered to succeed.
- Strong communicator with the ability to tailor communications to suit a range of different audiences.
- Ability to operate effectively at all levels across the organisation, with proven influence and persuasion skills at board level.
- A highly organised, meticulous and thorough approach to work.

Styles and Behaviours

- Highly personable – a genuine 'people person' – who can secure the confidence of others quickly.
- True team player who can thrive in a highly collegiate environment where matrix working is the norm.
- Results orientated with high standards and a strong can-do attitude and a sense of personal responsibility.
- Tenacious and resilient, with a positive and enthusiastic mind-set.
- A strong empathy with and understanding of the work that the Charity do – supporting life changing care for patients.
- Enjoys rolling up their sleeves and dealing with day-to-day issues.

A more detailed description of the role definition and person specification is available [here](#).

Terms of appointment

Contract

Permanent.

Salary

The salary for this role is £80,000 - 90,000 FTE per annum on a full-time basis.

Work Pattern

9am to 5.30pm, Monday to Friday, 37.5 hours per week minimum/ part time or flexible working also considered.

Location

The post holder will be based at Brixton, London, SW9 – trialling 1 day a week minimum in the office.

Annual leave

33 days including 8 public holidays for full time staff.

Pension

The employer makes a contribution of 5% to a charity auto-enrolment scheme.

Sick pay

Occupational sick pay is paid as follows:

After the probation period has ended up to the first anniversary of employment:

- One month in aggregate at full pay and one month at half pay measured over a rolling twelve-month period (this includes any statutory sick pay the staff are eligible for).

After one year of employment:

- Two months in aggregate at full pay and two months at half pay measured over a rolling twelve-month period (this includes any statutory sick pay the staff are eligible for).

There is no occupational sick pay during the probation period, but Statutory Sick Pay would be paid if eligible.

Family leave

A variety of family leave available, including maternity, paternity adoption and parental leave.

Training

The Charity's Training & Development policy sets out the support the Charity offers for training which includes mandatory training and an allowance for work related training based on the needs of the individual as agreed with their line manager.

Employee Assistance Programme

All staff are given access to a Health Assured Employee Assistance Programme. This includes confidential telephone advice on a range of matters, one to one counselling where required and a lot of useful health improvement information accessed through a portal.

Cycle to Work loans

Can be accessed if under £1000.

Flexible working & Hybrid working

The Charity has a flexible working policy which sets out how staff can request flexible working arrangements and is in line with the government's rules. Informal flexible working arrangements may be discussed with the individual's line manager but would be assessed on a role-by-role basis taking into account the needs of the business. There's also a Hybrid Working policy in place.

Purchasing discounts

Access to NHS staff discounts scheme.

How to apply

If you would like to discuss the role before making an application please contact Toni.Anderson@starfishsearch.com to arrange a conversation.

To make an application, please go to <https://starfishsearch.com/jobs/kchc-fin-res-dir/> 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.

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.

Closing date: Friday 18th March 2022

Preliminary interviews with Starfish: w/c 28th March 2022

Interviews with King's College Hospital Charity: Tuesday 19th April 2022

Please let us know if you are likely to be unavailable at any stages of the process outlined below.

