



epilepsy
society

Chief Finance Officer



Starfish

Welcome

Dear candidate,

Thank you for your interest in joining us as our Chief Finance Officer at the Epilepsy Society. This is a key and influential role in our organisation, and it is important to us that we find the right person.

Our vision is for a world where epilepsy is irrelevant and people with epilepsy lead the lives they want to lead. We are fortunate that our world-leading research centre is already transforming the lives of many people with epilepsy, and we naturally want to bring this opportunity to thousands more. We have ambitions to change the world in many ways for people with epilepsy. Ambitions that are shared by our partners at UCL and UCLH. Income to fund these services will be a challenge and an understanding of fundraising would be desirable. But we are fortunate that we benefit from a valuable country estate in Chalfont St Peter where we have been located for 130 years.

We are looking for an outstanding Chief Finance Officer to join our Leadership Team and help take the charity through the next significant period of change and development. They will be able to give a clear, authoritative lead across all financial, IT, HR and governance aspects of the charity. The role will support me, leadership team colleagues and trustees with strategic financial advice, commercial acumen and significant change management. As we prepare to embark on the next phase in our development, you will also play a pivotal role in guiding this to a successful conclusion while carefully managing the risks.

With a sharp commercial focus, you will be a qualified senior finance professional with experience of operating at board level and shaping strategic direction. You will be a positive and outward-looking leader who inspires confidence and motivates others – someone who is as comfortable with people as you are with numbers. While you will bring the intellectual and analytical rigour the post also needs, you will be someone who enjoys working as part of a team.

Epilepsy Society is an ambitious and passionate place to work. Wherever you are now, you will be inspired by what we do and recognise our potential to do even more.

Our people are what makes us great and we hope that once you have read further, that you are inspired to make an application.

Clare Pelham
Chief Executive



About Us

Epilepsy Society is the UK's only charity to be transforming lives through world-leading research, advocacy and care. Through our cutting-edge research, high profile campaigns, information resources and expert care, we work for everyone affected by epilepsy in the UK. We represent the voices of people affected by epilepsy in order to influence society, government and the media.

Our vision

Is a world where epilepsy is irrelevant. And people with epilepsy lead the lives they want to lead. We want everyone affected by epilepsy to have the best opportunity for a full life – as free from seizures as possible. We set out to make a difference to every person affected by epilepsy whatever their background, however seriously it affects them, and whether they have the condition themselves or are close to someone with epilepsy.

Our mission

To enhance the quality of life of people affected by epilepsy by promoting public awareness and education, by undertaking research and by delivering specialist medical care and support services.

Our Values

Caring Being kind, compassionate and showing empathy

Accountable Taking responsibility for our actions

Improving Continually learning and reflecting on our own practice

Respectful Valuing all views and opinions

Open Seeking feedback, sharing knowledge and involving people in decision making.

Our charity was founded in 1892 by a group of London philanthropists and doctors. They wanted to provide a positive environment for people with epilepsy: employment, fresh air, nutrition and medication.

We remain the only UK epilepsy charity to deliver a full programme of medical research in epilepsy. And we continue to provide expert medical care, residential care and information services including our leaflets, videos and a dedicated epilepsy helpline.

We also work together with people affected by epilepsy on campaigns and awareness-raising to influence society, government and the media. People affected by epilepsy still face too many challenges to living a full life.

To find out more please visit: [About Epilepsy Society](#) | [Epilepsy Society](#)

Role summary

We are looking for an outstanding Chief Financial Officer, who will report direct to the Chief Executive. The successful individual will play a crucial role, not just in ensuring Epilepsy Society meets its financial obligations while progressing its ambitious development and change agenda but also as a corporate leader as part of the Management Board. The role has overall accountability for the finance, HR, IT and corporate governance functions.

Key responsibilities and duties

Financial Planning and Management

- To ensure a sound and sustainable financial future for the Charity against financial parameters agreed by the Board, ensuring that it achieves its corporate priorities within a realistic financial framework.
- To work with the Chief Executive and executive colleagues to develop and define the financial strategy and set objectives for the near, medium and long term, managing the cost base to deliver this.
- To play a leading role in all areas of financial management and control, and to provide accurate, robust financial information to the Board in a timely manner to guide the Charity's decision-making.
- To work closely with senior colleagues on the appraisal of the Charity's numerous charitable and commercial activities and new business propositions.
- To maintain responsibility for the overall performance of the organisation's finance, investments, risk & assurance, internal audit and contract management.
- To provide overall financial leadership to the teams within the role's remit, making sure that systems, processes and controls are efficient and effective, matching or exceeding customer needs.
- To work closely with the HR function to ensure robust and supportive joint leadership for the smooth operation of payroll and pensions.

IT and Data

- To lead the IT function to deliver a smooth and effective day to day IT service, designed around the needs of internal customers and to develop an IT strategy as and when required.
- To take ownership for information governance (including the DPO) to ensure compliance, working with our partner organisations.

Governance and Compliance

- To ensure that the organisation complies with all statutory, tax and data protection requirements and that its financial reporting and financial management systems comply with industry standards.
- To manage the Company Secretary function to achieve compliance with Charity Commission, CQC and other legislative and regulatory requirements.
- To lead the organisation's approach to risk management.

Human Resources

- To lead the HR function to deliver a smooth and effective day to day HR service, designed around the needs of internal customers and to develop an HR strategy as and when required.

Person Specification

The successful candidate will be an experienced and well-rounded leader with strategic insight and a track record of delivering financial and operational excellence in complex environments. This challenging and exciting role requires the strength to make tough decisions and an ability to bring the team with them in pursuit of our visionary goals. The responsibilities of the role are wide-ranging: from sound day to day management to that of strategic planning and delivery. They should possess high-level collaborative skills for managing multiple stakeholder relationships, demonstrate strong people-related values and behaviours, and bring an enthusiastic commitment to and excitement about the Society's aims.

Candidates will be required to demonstrate experience and achievement against the majority of the following areas:

Experience, knowledge and skills

- An experienced finance professional with a reputation for outstanding technical skills and delivery of results.
- Procurement and contract management experience on a large scale.
- The ability to use commercial and financial data to inform business decisions, enabling more accurate forecasting and insightful assessment.
- Strategic & analytical skills, including the ability to translate broad strategy into effective implementation and to successfully interpret the strategic context of the organisation's changing environment.
- Familiarity with non-executive or trustee boards.
- Highly developed relationship-building skills and the interpersonal skills to engage with a wide range of external and internal stakeholders.
- Excellent communication and negotiation skills and an ability to persuade and influence, in order to promote the interests of the Society.

Desirable experience

- A track record of leadership above and beyond the requirements of the Finance function.
- Significant experience in an organisation of comparable size, complexity and competitiveness.
- Experience of the review and implementation of good practice standards, controls and processes within a service delivery environment.
- Experience of managing outsourced supplier relationships and large-scale contracts.

Personal attributes and values

- A strong commitment to and excitement about the Epilepsy Society's values and aims as well as an understanding of the opportunities and challenges it faces.
- An authentic, inspirational and creative leadership style.
- An outward-looking, entrepreneurial approach to organisational leadership and the capacity and commercial acumen to respond swiftly to opportunities and think innovatively about new initiatives.
- An approach that is flexible and adaptable to the needs of the organisation.
 - Demonstrable diplomacy to resolve conflict in a positive way.
 - Resilient, self-motivated initiative taker with a can-do attitude and a strategic and analytical mind.
 - A healthy appetite for risk and the ability to work successfully under pressure.

Terms of Appointment

Salary	Circa. £130,000
Location	The role is based at Epilepsy Society's Head Office in Chalfont St Peter, Buckinghamshire. As we emerge from the pandemic we are moving towards our leadership team being on site three days a week with two days from home. There is free parking available to all staff and we have an on-site coffee shop and pharmacy.
Annual leave	27 days annual leave (excluding public holidays). You also have the opportunity to buy/sell annual leave.
Pension	5% contribution by the employee and company contribution is 4%, with the option for employees to contribute more .
Working hours	This is a full-time permanent role with all forms of flexible working considered.
Benefits	We provide employees life insurance to the value of twice annual salary, as well as offering healthcare cash plan at corporate rates. All employees have access to free, 24-hour confidential support and advice.



How to Apply

We hope you will consider making an application.

To do so, please visit: <https://starfishsearch.com/jobs/epilepsy-soc-cfo/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a short supporting statement (maximum two sides) that sets out why you think this role is the right move for you and how you meet the Knowledge, Experience and Skills criteria.

We would be grateful if you would tell us of any dates when you are not available to attend interview based on the guide timeline below.

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:	Monday 25th April 2022
Preliminary interviews with Starfish:	end of w/c 25th April and w/c 2nd May 2022
Agreement of the final shortlist:	w/c 16th May 2022
Interviews with Epilepsy Society:	end of w/c 23rd May or w/c 30th May 2022

