



RECRUITMENT PACK

PART TIME DIRECTOR OF FINANCE

WELCOME

Thank you for your interest in the position of Director of Finance at The Rank Foundation. This is an exciting time to join us as we deliver our new strategy and further deepen the impact of our grant making.

2022 marked the 50th anniversary of the legacy of Lord Rank, our founder, and at this significant time in our history, we paused for reflection on the impact of his generosity that lives on through the work of the Rank Foundation. At the heart of our work is encouraging and developing leadership and promoting enterprise and innovation to improve the lives of people and their communities. We are focused in the way in which we target our grant making and we invest heavily in the relationships with all of those we support. Place based engagement and building partnerships and connections to enable people to flourish is at the centre of all that we do.

We could not achieve all that we do without careful stewardship and investment of our endowment of over £300m. Our new Finance Director will therefore be an integral member of our team, ensuring that we are able to deliver our exciting programmes of work across the UK. Maximising our investment, creating new opportunities to make it work harder and developing our financial strategy alongside our overall organisational strategy will be key elements of this role. We often work in partnership with others, and we are seeking an FD who can assist us in our creative thinking about how we can deliver impact across the communities we serve. We are a small and dedicated team, and this role is fundamental to enabling us to achieve our ambitions for those we work with as well as leading and guiding the charity as we continue to evolve.

We are looking for an expert finance professional with in-depth knowledge of managing investment portfolios and the ability to execute well thought through and robust investment decisions. Ideally you will already be familiar with charity SORP and bring a strong knowledge of charity governance from working with the Board to assurance and compliance. Importantly we are looking for someone with a strong commitment to our work, our values and a transparent, accountable and compassionate leadership style, capable of supporting a field-based executive team, our new co-working space in Shoreditch, and to provide guidance and support to the trustee board.

If you have these strengths and would like to join us it would be great to hear from you.

David Sanderson
Chief Executive

ABOUT US

The Rank Foundation is a philanthropic organisation and the charitable legacy of Joseph Arthur Rank (1888-1972). Our aim is to improve the lives of people and their communities, across the UK. We look to do this by encouraging and developing leadership and promoting enterprise and innovation.

The Foundation operates a model of engaged philanthropy, combining intellectual, social and financial capital. Our experience suggests that by promoting stronger partnerships and concentrating funding, knowledge and expertise in a very focused way; The Foundation can maximise impact across the UK.

RANK FOUNDATION STRATEGY 2023-25

VISION

To help create a more equitable and inclusive society by encouraging leadership, developing an entrepreneurial mindset and forming strong community networks, building on our pioneering and distinctive model of relational philanthropy, underpinned by our Christian faith.

FAITH

Ever mindful of the strong Christian beliefs of our founder, our work remains firmly rooted in faith. We have sought to better understand 'lived faith': connecting faith to society, acting as a driver for social good, and challenging inequality and injustice.

MISSION

- **Challenge the consequences of inequality.** Addressing the consequences of poverty and inequality, introducing an effective Diversity, Equity & Inclusion strategy, and a new programme category to focus on educational opportunity.
- **Champion leaders to become more impactful.** Strengthen our leadership offer, building capacity and skills especially around 'leadership' and 'enterprise' in particular with our place-based projects, Time to Shine, leadership bursary & Rank Aspire programmes.
- **Connect through networks, partnerships and collaboration.** To see RankNet as the most significant challenge and opportunity ahead, to harness the knowledge, skills, passion & capabilities of the network to much greater effect, embracing transformational technology, including media & CTVC, to improve reach & effectiveness.
- **Convening conversations.** Around the values, traditions, and practices of the Christian faith, from a perspective that respects those of all faiths and none.

MAJOR GRANT & FLAGSHIP PROGRAMMES

To maintain a balance, based on historical practice, of approximately 50% split between our major grants' budgets (for new initiatives) and our updated flagship programmes. To work with other funders and partners, where collaborations will help us fulfil our strategic goals.

STRUCTURE AND BUDGET

A revised budget based on an overall grants' commitment of c£7.7m & with an operational grant to CTVC at 2021 levels (representing 18% of our overall grant spend) whilst maintaining the fund from which we make our grants. A revised & fully costed structure reflects our recent experience of scaling, through DCMS & other funding, to ensure that we are better structured to meet future operational demand especially with our network. This also includes some extraordinary investment recommendations including critical improvements to the Salesforce database & the development of the RankNet platform.

RANKNET

Transforming from good to great: RankNet is a community of engaged & inspiring people, who sit at the heart of our strategy, connecting charities, trustees, fellows, school leaders & employees. We will look to create bigger ripples in bigger ponds, improving active participation, connectivity & collaboration. Building on the talents of our growing alumni network, stronger links between RankNet and the Rank Fellowship will be encouraged.

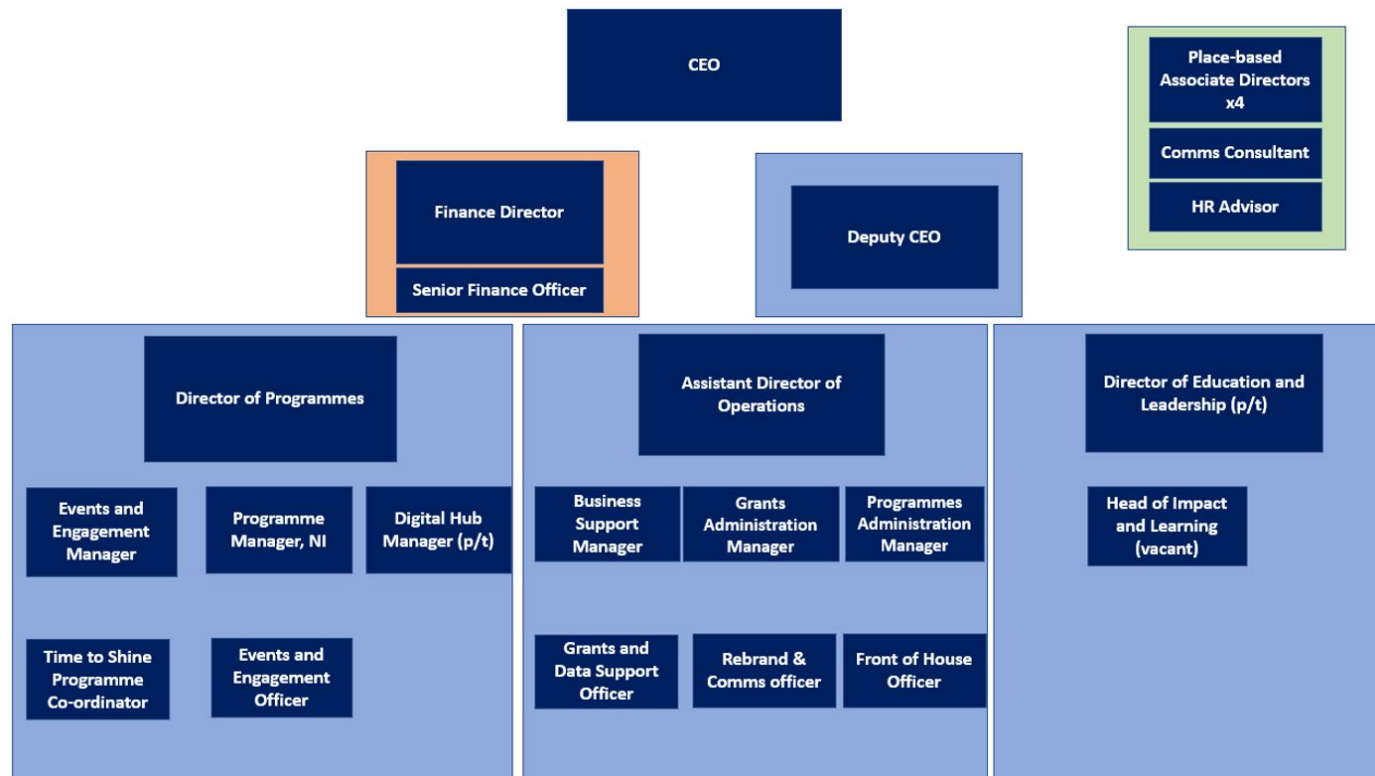
SUMMARY

With a proposal shaped by our experiences over the last 7 years and in particular the impact of the Covid-19 pandemic, our ambition is to transform into a more impactful, distinctive and highly regarded foundation, building on the faith and belief of one man, J Arthur Rank.

FINANCIAL OVERVIEW

[Click here](#) to see audited accounts for 2022.

ORGANISATION CHART



JOB DESCRIPTION

- Job Title:** Finance Director
- Direct reports:** Senior Finance Manager;
- Key relationships:** Chief Executive Officer, Senior Leadership Team & Senior Management Team.

MAIN RESPONSIBILITIES

1. STRATEGY AND OPERATIONAL

- To work with the CEO, executive colleagues and the Board to develop and define the financial strategy and set objectives for the near, medium and long term, managing the cost base to deliver this.
- Work with the CEO and the other executive directors to develop the strategic direction of the Foundation and ensure the translation into operational plans, with appropriate monitoring and reporting.
- To support the DCEO with appropriate support for the day to day operations of the Foundation, regarding routine support and, where necessary, for new or emerging programmes or developments of scale.
- Proactive member of the senior leadership team, contributing to strategic plans for the future and cross-departmental projects.
- Ensure processes are in place for proper and appropriate co-ordination of board and committee meetings and an effective flow of information.
- Working oversight of all corporate services functions working closely with the CEO and DCEO to ensure smooth operations of the organisation.
- Support the Asst. Director of Operations to ensure that our Garden Walk office succeeds as a social business, as a co-working space for the social sector especially regarding financial support and VAT.

2. GOVERNANCE AND RISK MANAGEMENT

- To manage the statutory and governance requirements of the Foundation, ensuring that these are met and are addressed appropriately and that the CEO, Board and committees are advised accordingly. Including those requirements relating to CTVC, as the designated subsidiary, regarding RFL governance, pension and audit requirements.
- To maintain responsibility for the overall performance of the organisation's finance, investments, risk, internal audit and contract management.



3. FINANCE

- 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 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 support the Investment Committee, acting on their instructions in a timely and appropriate way, liaising with external organisations as required.
- To maintain responsibility for the overall performance of the organisation's finance, investments, risk, 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.
- Ensure that all of the Foundation's financial practices are in line in statutory regulations and legislation.
- Prepare the annual statutory accounts in accordance with relevant accounting standards and SORPs and liaise with the external auditors.
- Monitor cash flow, accounts, and other financial transactions including financial entries in the grants database, supervising the senior finance officer and others in the facilitation of day-to-day operations.
- Assist the Foundation with financial viability assessments of grant and social investment applications from beneficiaries.
- Undertake the role of Company Secretary and ensure that the Foundation is compliant in all statutory and governance matters; ensuring appropriate policies and procedures are in place.
- Act as the conduit between the Investment Committee, advisors, fund managers and custodian including purchasing and selling of investments as advised by the Committee.

4. HR AND IT

- To support routine practice regarding payroll and pensions for all staff.
- To support the Asst. Director of Operations on HR matters, as required, pertaining to finance, expenses, pay and benefits.
- To support SLT with maintaining external contracts regarding IT management and support.

WORKING RELATIONSHIPS

- With the direct report to lead, inspire and support in order to achieve results and meet financial, investment and governance needs of the Foundation.
- With the CEO to collaborate with and support in order to determine and achieve long term strategy. Form part of SLT.
- With the Trustees and Chairman to guide and support the Board and sub committees in their duties. As Company Secretary.
- With the DCEO to ensure appropriate support for the effectiveness and efficiency of our day to day needs. Supporting other key projects as required including infrastructure needs. Contribute to SMT.
- With the Events Manager. Supporting key functions and events.
- With the Asst. Director of Operations to achieve results and meet over-arching governance and operational needs of the Foundation and specifically the Garden Walk (London) office.
- With the Business Support Manager regarding company secretarial needs including preparation and minuting of formal meetings. And with the Grants administration team providing oversight and input to the operational requirements of the Foundation.
- With members of the London office team to contribute to a collaborative and engaging office environment, including those from RankNet.
- With the Executive team to guide and support the team in their activities and to challenge and educate the non-finance decision makers within the Foundation ensuring clarity of financial information at all times whilst also being challenged by senior stakeholders on the financial information provided.
- With external suppliers representing the interests of the Foundation.
- With the Rank Associates in placed based (and other) programmes.
- With those we support and collaborate with in our Rank network.
- With the wider Not for Profit and Foundation sector where the opportunity arises.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Qualified accountant (ACA, ACCA) with 5+ year's operating at a senior level and with a reputation for outstanding technical skills and delivery of results (essential).
- A knowledge of managing investment portfolios and the application of relevant procedures and processes to meet precise governance requirement with an ability to execute Investment Committee decisions (essential). Direct investment fund management knowledge is not required.
- A track record of strategic leadership within an organisation able to contribute towards a whole organisational strategy, above and beyond the requirements of the finance function.
- Experience of out-sourced pension schemes
- Good knowledge of accounting software packages
- A good understanding of charity law and relevant charity commission guidance, the requirements of GDPR and relevant risk management and safeguarding frameworks.
- Knowledge of Charities' SORP FRS102 and audit processes (highly desirable).

SKILLS AND ABILITIES

- Highly developed relationship-building skills and the interpersonal skills to engage with a wide range of external and internal stakeholders (essential).
- 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 (essential).
- Excellent communication and negotiation skills and an ability to persuade and influence, in order to promote the interests of the Foundation (essential).

STYLES AND BEHAVIOURS

- An authentic and supportive leadership style.
- An outward-looking, entrepreneurial approach to organisational leadership and the capacity and business acumen to respond swiftly to opportunities and think innovatively about new initiatives.
- A demonstrable commitment to equity, diversity, and inclusion
- 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 combined with a strategic and analytical mind.
- A healthy, balanced appetite for risk and the ability to work successfully under pressure.



TERMS OF APPOINTMENT

CONTRACT

This is a permanent role and can be undertaken flexibly, potentially on two days per week depending upon the candidate. We would expect a minimum of one day weekly in the London office. Additional days, depending on workload, would be authorised by the CEO but we would see this as exceptional.

SALARY

The salary for this role is £90,000 - £95,000 per annum, pro rata.

LOCATION

To be based in easy access of our London office in Garden Walk.

ANNUAL LEAVE

25 days annual leave.

PENSION

10% employer contribution with minimum 5% employee contribution.

OTHER BENEFITS

Private healthcare, health insurance, death in service

HOW TO APPLY

If you would like discuss the role before making an application please contact Juliet Brown at Starfish Search on juliet.brown@starfishsearch.com.

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