

humankind®

## Recruitment of an Interim CFO



## Welcome from the CEO, Paul Townsley

Thank you for your interest in our newly created role of Chief Financial Officer at Humankind.

Following year on year growth, and recent changes, we are now reshaping our executive team to take us forward to our new five year strategy.

Over the course of the pandemic, Humankind has continued to grow, adapt and change, developing high-quality services to support thousands of people each year with alcohol, drugs, housing and employment. We have invested in our corporate infrastructure, both in terms of financial and information technology improvements - but this is against a backdrop of high competition and tight operating margins.

We are now looking for an exceptional senior financial leader, who possesses the relevant financial qualifications, but also shares our values. You will be an experienced commercial decision maker with a proven ability to deliver written reports and large projects on time and to a high standard. You will require excellent written and presentational skills and be able to demonstrate how you have built strong relationships at a range of levels in previous roles.

You will be familiar with working through complex financial data and will be able to demonstrate that you have previously developed and implemented pricing strategies, organisational financial strategies, and business modelling, with positive results. You'll have outstanding data analytical skills and be able to apply those skills to make sound decisions and recommendations.

We look forward to welcoming a strong leader to this crucial post, who shares our commitment to our vision and goals but who will bring further skills and a fresh perspective whilst matching up with our wider organisational culture. It's an exciting opportunity to help our charity with the next phase of its development.

If this sounds of interest, and you bring the experience, skills and drive to make things happen, we look forward to hearing from you.

Paul



# About Humankind

Humankind is one of the UK's largest drug and alcohol treatment charities. We employ around 1,500 people and support around 85,000 people each year.

Humankind creates services and support to meet people's complex health and social needs, helping them to build healthier lives that have meaning and value for themselves and their families. We support local people to create stronger, better-connected communities.

We are committed to fair chances for all and to making sure that everyone can access the help and support they need to realise their potential. By joining our teams of passionate individuals, you will be contributing to making this happen. You can really make a difference by believing in our service users and their ability to make positive changes when they don't always believe in themselves.

## Background information

We have seen significant growth in the last five years, growing from c£25 million turnover to now £75-80 million. This growth has inevitably led to some stretch for our corporate centre.

At this stage in our development, we require additional strategic financial support to enable us to pursue new strategic ambitions, and to create a new financial plan and strategy to be able to resource these ambitions. We also need to continue the development of our IT infrastructure and service support for our staff.

Over the last five years we have achieved most of our strategic aims, we have weathered the bite of austerity, adapted and responded to COVID and we have continued to grow and prosper. Our overall financial health is strong; however, we want to ensure that we have a greater impact and operate more effectively going forward.

## Finance team

Our finance department has a new team structure put in place in November 2021 following a period of extensive organisational growth. As part of this we have split our finance team to include a new focus on Financial Planning and Analysis. The team is led by our Lead Director of Finance, who will report into the new Chief Financial Officer role. We are running a long programme of works to upgrade our financial systems infrastructure.

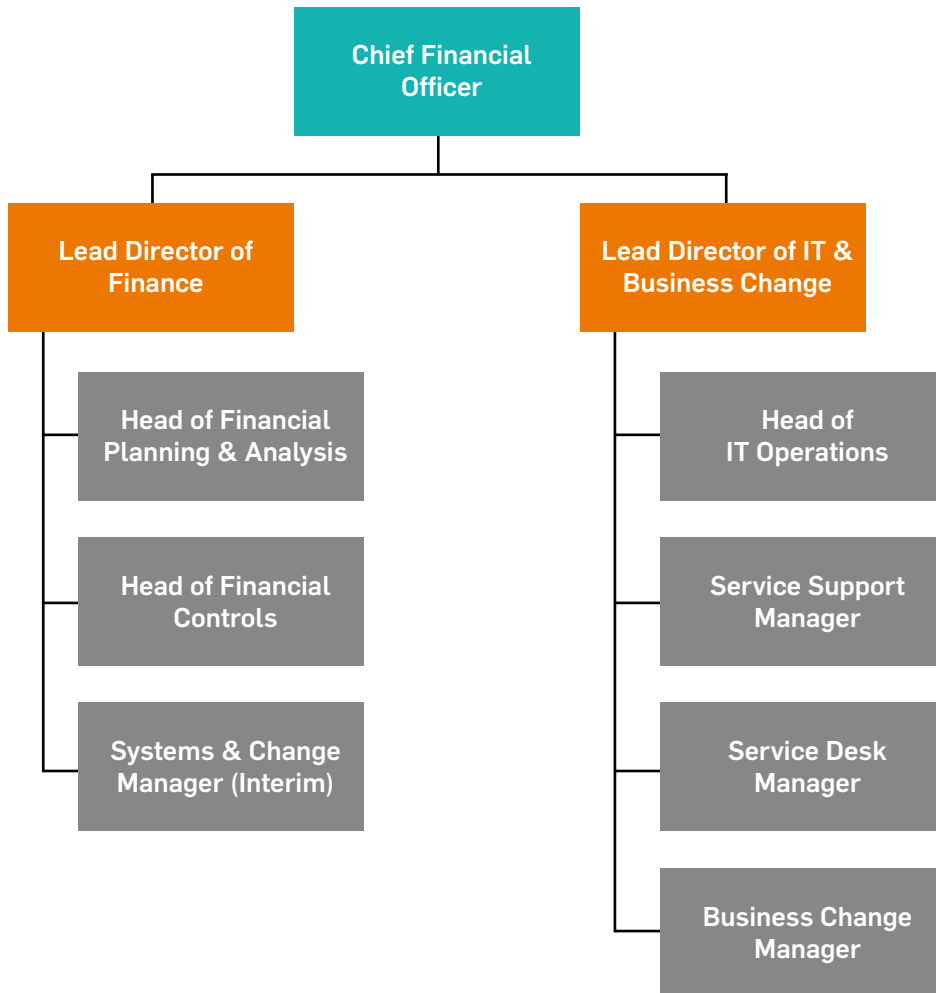
## IT team

We have undertaken significant improvements and investment over the last two years, with a roadmap and IT strategy now in place. This team is led by our Lead Director of IT and Business Change. The team are overseeing an extensive upgrade of our organisational IT infrastructure and have recently transitioned away from a suite of legacy systems. We use Microsoft Office 365, MS Teams, and Sharepoint.

## Departmental structures

Reporting to the CEO, and a key member of the Executive Management Team (EMT) the proposed management structure for the newly created Chief Financial Officer is as follows:

# Structure





# Job Description

Job Title:	Chief Finance Officer (Interim Role)
Job Grade:	Executive
Reports to:	Chief Executive
Direct reports:	Lead Director of Finance, Lead Director of IT and Business Change
Clearance required:	None
Key stakeholders:	CEO, Executive Management Team, Board of Trustees, Auditors, External stakeholders, Finance department

## Workplace values

The post holder will be expected to live our workplace values which are:

- Honest: we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- Committed: we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- Inventive: we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

## Job Purpose

To develop and oversee our financial, pricing and business models, advising the CEO and Board of Trustees on strategic direction and financial risk, to ensure the long-term financial viability of the Humankind Group and help deliver greater impact and effectiveness.

- Develop long-term financial strategies, pricing, and business models in collaboration with the CEO, Lead Finance Director and Board of Trustees.
- Develop and implement strategies and systems to improve financial performance including risk management activities.
- Oversee the Humankind Group's income, expenditure and investment activity.
- Take overall responsibility for all financial decisions of the Humankind Group, such as budgeting and auditing processes including:
  - financial prediction and preparation of budgets
  - the preparation of organisational finance reports
  - supervising cash management activities, ensuring efficiencies through money-saving strategies and managing investments
  - Set and monitor financial KPIs
  - Track and ensure cashflow is appropriate and sustainable
  - Oversight of income and expenditure.
- Take overall responsibility for financial controls, cashflow, financial planning and overall financial governance including forecasting financial standing based on financial and operational data.
- Provide leadership and guidance to the Finance, Procurement, IT and Business Change departments.
- Track cashflow and analyse our financial weaknesses and strengths, whilst proposing corrective actions.
- Set up and oversee Humankind's finance IT system and set the technological direction of the organisation, making recommendations based on fiscal insights and industry knowledge.
- Ensure Finance and IT compliance with the law and Humankind's policies.
- Provide recommendations to the CEO, Board of Trustees and members of the Executive Management Team to ensure the financial sustainability of the organisation.
- Establish and maintain good relationships with external partners, auditors, suppliers and stakeholders.
- Manage, mentor, coach and ensure the development of staff reporting to you, including volunteers.
- Undertake continuing professional development including participating in supervision, performance reviews and attending training as/when required.
- Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external.
- Keep abreast of policy and professional development within your area of professional expertise.
- Promote, adhere to and live our workplace values of being honest, committed and inventive.

# Person Specification

## Technical/ Professional Qualifications

Appropriate AAT financial qualification.  
 ACA, ACCA or CIMA qualified.  
 A degree in a relevant subject.  
 An advanced business degree, for example an MBA.

## Essential or Desirable

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## Skills

Proficient in Microsoft Office 365 applications programmes.  
 Ability to analyse and report on complex financial information to non-finance professionals in writing and verbally.  
 Proven outstanding data analytical skills and the ability to use them to make sound decisions, based on the data.  
 Familiar with software required to run a modern finance and accounting operation.  
 Possess a broad financial skill set.  
 Able to demonstrate excellent report writing and presentational skills.  
 Skilled relationship builder at a range of levels including CEO and Board of Trustees.

## Essential or Desirable

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## Knowledge/ Previous Experience

Commercially astute and experienced in operating and leading at a senior level in complex organisations of comparable scale.  
 Demonstrable experience of strategic thinking within a changing social and economic environment.  
 An experienced commercial decision maker.  
 Managing and successfully delivering organisational change and development at scale.  
 Experience of organisation-wide risk management and continuity planning.  
 Producing and monitoring group budgets/ forecasts – income and expenditure, balance sheet and cashflow statements.  
 Producing management and statutory accounts and analysis.  
 Knowledge of Sun Accounts finance system/ integrated Finance & HR systems.

## Essential or Desirable

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## Competencies

<b>Lead and inspire</b>	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.
<b>Create and innovate</b>	Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs.
<b>Developing Our Talent</b>	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
<b>Impactful Communication</b>	Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us.
<b>Delivering Results and Achieving Greatness</b>	Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.
<b>Service Excellence</b>	Continues to build on Humankind's reputation within the industry, becoming a "provider of choice" recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery.
<b>Working Together</b>	Defines how we collaborate with each other and our customers, partners, commissioners and stakeholders.

# Terms of appointment

## **Contract**

We are open to flexibility and hybrid working. We are offering this role on an initial 12-month fixed term contract.

## **Salary**

The salary for this role is Circa £100,000 (depending on experience) per annum on a full-time basis.

## **Location**

Our head office is in Durham, but we do have offices across the UK. The role is mainly remote with an expectation that you will attend meetings at local/head office as appropriate.

## **Benefits of working at Humankind**

As well as being an Investors In People Gold employer, we offer a wide range of benefits to all our staff including:

- Generous annual leave allowance that starts at 27 days plus bank holidays and increases to 32 days after a year's service
- A company pension plan with enhanced employer contribution
- Flexible and family-friendly policies to support work life balance
- Enhanced occupational sick pay
- Wellbeing and employee support programmes
- Competitive salary and Blue Light Card discounts
- Option to purchase additional annual leave and pay in instalments
- Death in service cover of three times salary.

For more information, please see <https://humankindcharity.org.uk/careers/>



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

**To make an application, please go to <https://starfishsearch.com/jobs/humankind-cfo-int/> and click on the apply now button, with the following prepared:**

- Your CV (no more than three sides).
- A covering letter that sets out your motivation for applying for this appointment, and why you think your skills and experience make you suitable.

We would also be grateful if you could 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.

**Role closes:** 8th July 2022

**Humankind to interview:** 21st July 2022

