

# Director of Finance, Governance, and Technology

## Recruitment Pack



**PROSTATE  
CANCER UK**



# Welcome from the Chief Executive

Thank you for your interest in becoming the Director of Finance, Governance, and Technology at Prostate Cancer UK. It's my privilege to be the Chief Executive of this vibrant charity and introduce you to our vital work.

At Prostate Cancer UK, we need the very best people to help us achieve our ambition. We're passionate about and committed to reaching men at risk and promoting equity, diversity, and inclusion in everything we do. This includes increasing the diversity of our board and leadership. With this in mind, we welcome applications from a range of backgrounds and experiences.

It is our mission to save and improve the lives of men affected by prostate cancer; while this is highly ambitious, we strongly believe that the 11,500 partners, grandads, fathers, brothers, and mates who die every year are worth every minute of our effort.

To deliver on our mission we fund a pioneering and cutting-edge research programme, uniting the brightest minds in science and healthcare, and invest in health awareness to tackle the stigma associated with prostate cancer; activating men, and their loved ones, into doing something about it.

We offer vital support to the 400,000 men who are currently living with prostate cancer, the most commonly diagnosed cancer in men. We offer award-winning advice, education, and information to anyone who needs it. We work in collaboration with the NHS, playing an instrumental role in influencing decision makers, to ensure there's standardised treatment and care for everyone with prostate cancer.

We've emerged from the pandemic in good financial health, and we are developing exciting and transformative plans for the future. While we're mindful of inflation and the cost of living at unprecedented levels, we remain optimistic that we can continue to grow income through improved strategic partnership and an exciting fundraising programme. As a leader, you'll play a critical role on our Board, making sure that our strategic initiatives make the greatest difference to men affected by prostate cancer.

The Director of Finance, Governance, and Technology is an exciting new role; you'll deliver strategic financial planning, technological solutions to improve business processes, and provide clear prioritisation through a cross organisational programme office. You'll also ensure that effective governance structures are in place.

We are looking for a strategic leader who can offer clear direction to the organisation and a team of four direct reports. You will collaborate with your leadership colleagues working across the organisation as an enabler and critical friend. You will be a rigorous, clear thinker who will help move the organisation forward.

If you believe you're a great fit for the job and our organisation, and want to make a difference for men, I hope you'll be inspired to find out more.

**Laura Kerby**  
Chief Executive



# Introduction

We are Prostate Cancer UK. We want a future where lives are not limited by prostate cancer. So, we work to stop prostate cancer being a killer. We work to stop prostate cancer damaging bodies and lives.

Each year, over 11,500 men die of prostate cancer. It's the most common cancer in men. Affecting 1 in 8 men and disproportionately affecting Black men, who have a 1 in 4 chance of being diagnosed, prostate cancer has hidden in the shadows for too long.

It's as big an issue for men as breast cancer is for women and numbers are on the up. Each year we sadly lose more partners, dads, grandads, brothers, and mates to this disease, despite it being treatable if caught early. We believe this is not good enough, and we know the public feel the same.

The good news: we know exactly what needs to be done to reverse this trend and stop lives being cut short. And thanks to the breadth and depth of our work over the last 26 years, we're in the perfect position to sort this.

We realise we can't do this on our own. We need individuals, communities, and the government to get behind us. That's where you come in!



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

## What we do

We are here for men, and their families. Ensuring their voices are heard and their shared experiences drive our outcomes.

Since 1996 we have invested £77.4 million into prostate cancer research, money raised through public fundraising, delivering huge benefits to men across the world. We also offer support to the 400,000 individuals living with and beyond prostate cancer, through innovative health information and specialist support services.

We engage and educate health professionals through an award-winning training programme. We offer a platform for empowerment, through our nationwide volunteer hubs, and lead system change by campaigning collaboratively to get the best outcomes for men.

# Our priorities

To make the biggest possible impact for men with prostate cancer, including those not yet diagnosed and future generations, there are key priorities we need to tackle.

## Get men diagnosed earlier

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

## Get men diagnosed more accurately

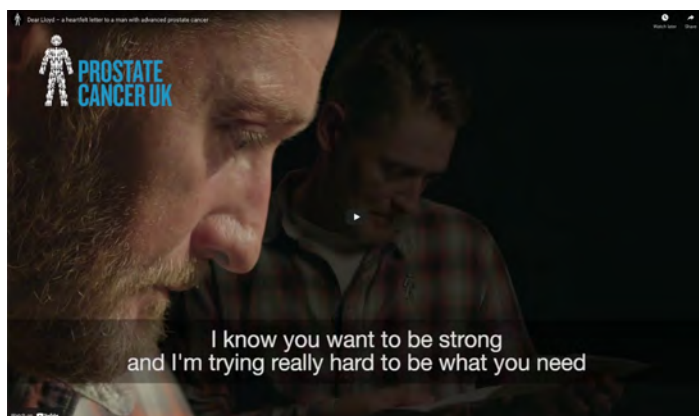
An accurate diagnosis of prostate cancer, that shows if it's spread and how aggressive it is, is vital to help more men survive. It enables men to choose the most appropriate treatments for them as individuals. Getting that right gives men the best chance against prostate cancer.

## 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, suitable, or available to all men. Too many treatments leave men with harmful side-effects.

## Get better support

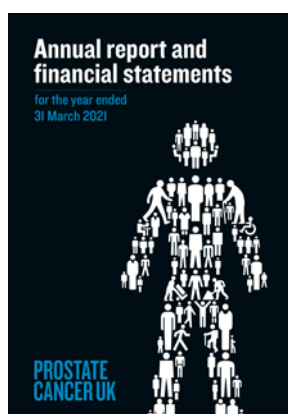
Getting the right information at the right time saves lives. Our information helps men know their risk so they can take steps to get diagnosed early enough to be successfully treated. It can empower men to choose and demand the right treatments that will stop the cancer coming back further down the line.



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

**Read our latest annual report and financial statements**

**Read more**



**Our research strategy 2020-2030: More cures, less harm**

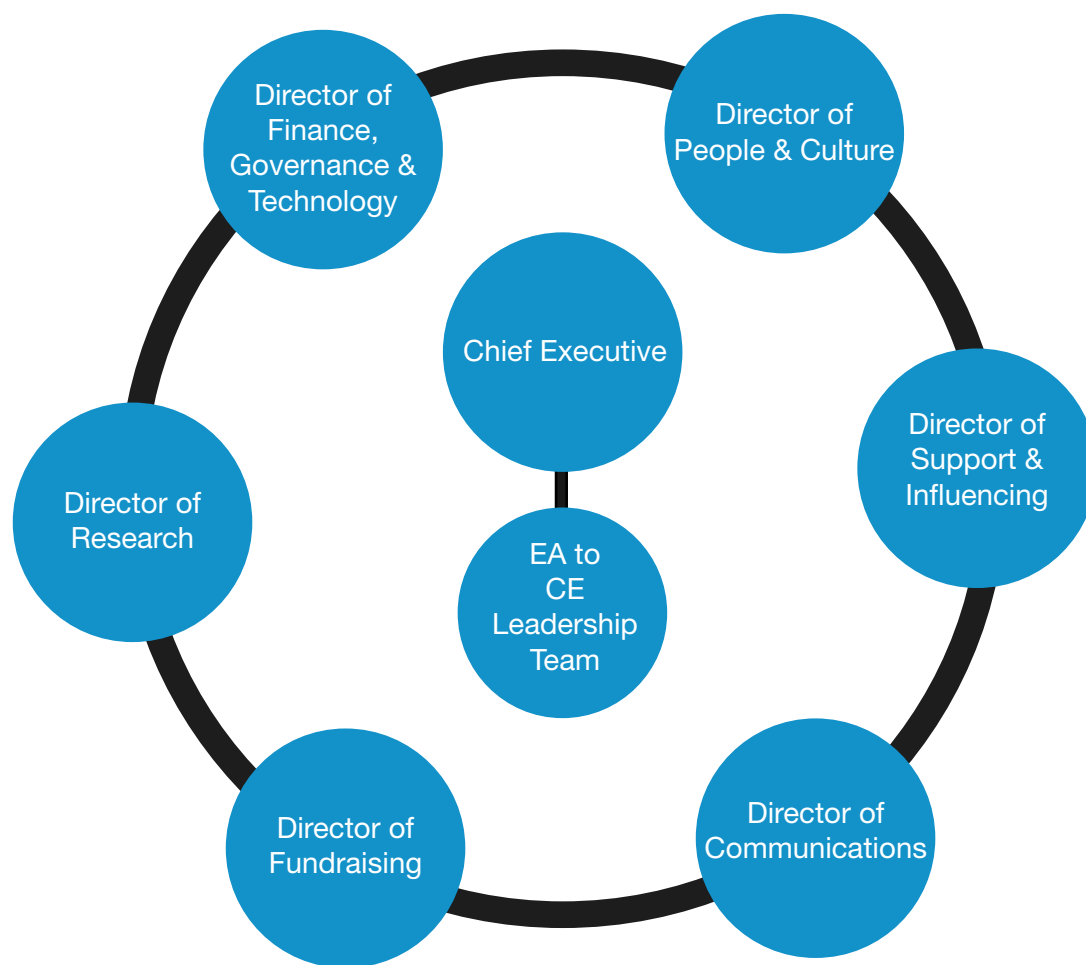
**Read more**



# 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](http://www.prostatecanceruk.org)

# Working here

As Director of Finance, Governance, and Technology, I lead the charity's strategic business planning and budgeting process to ensure we have appropriate funds and technology to underpin our ability to save and improve the lives of men affected by prostate cancer. I have a governance oversight to ensure the charity and any projects are well resourced, deliverable, and risk managed. 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. As part of the Leadership Team, I play a key role in developing and delivering our equality, diversity and inclusion plans, role modelling best practise and holding my team to account to do the same.

## Strategy

- Support the direction of the collective organisational strategy and business plans as a key member of the Executive and Leadership Teams
- Develop and lead the organisation's strategic business planning and budgeting process
- Lead Prostate Cancer UK's overall finances and budgets, and its financial strategy and growth, providing advice and guidance on all financial matters, including investments and reserves, and reporting to the trustees
- Lead responsibility for the strategic direction and implementation of Prostate Cancer UK's technology and finance systems and processes
- Establish and develop the organisation wide Programme Office leading the key strategic transformation projects in the strategic plan
- Ensure the technology strategy and systems roadmaps supports the strategic plan and enables delivery of operational plans in departments

## Leadership

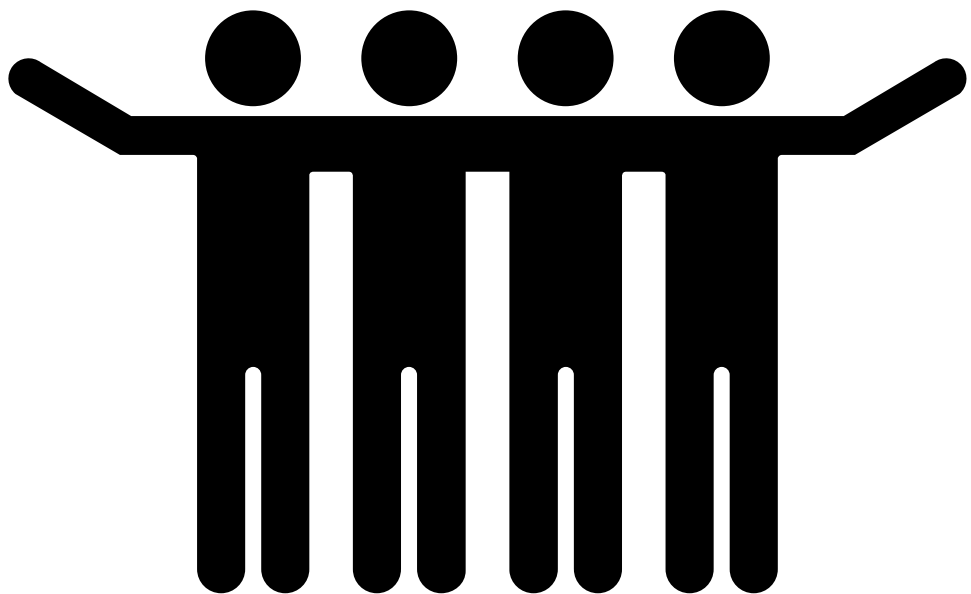
- Establish and maintain great leadership for the Finance, Governance, Technology, and Facilities teams
- Develop and lead the technology team to optimise operational efficiency and effectiveness
- Lead, inspire, and motivate resources responsible for the design and delivery of appropriate and safe facilities / infrastructure across the working environment of our employed and volunteer workforce
- Lead responsibility, supported by the Director of Fundraising and the Director of Communications, in ensuring compliance with all relevant information governance (e.g. including GDPR, data protection, and other aspects of information technology and infrastructure security) and mitigating against any adverse impact on Prostate Cancer UK's strategic objectives
- Ensure that fellow directors and senior managers have a sound understanding of their accountability for devising, reporting against, and delivering to robust, interrogated budgets and KPI management, and to ensure they are equipped with the skills and tools needed for this
- Lead responsibility for the maintenance of the organisational risk register and related reporting, including the regular review of significant risks and clear allocation of mitigating actions, accountabilities, and timelines

# High Level Operations

- Ensure good financial management is in place with effective procedures and processes to meet regulatory requirement
- Act as Company Secretary and ensure the appropriate governance structures and processes are in place
- Lead on great business support for the whole organisation to drive optimal decision making
- 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 Health and Safety compliance
- Participate in sector wide bodies e.g. Charity Finance Group, and relevant networking groups
- 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
- Deliver all aspects of this job description in accordance with Prostate Cancer UK's Equality and Diversity policy; provide inclusive leadership to the department and as a member of the Leadership Team

# Who I am

- Qualified Chartered Accountant
- Worked at Executive and Board level with demonstrable evidence of successfully contributing to the wider organisation agenda
- Developed and implemented strategies and business plans to support growth
- Developed and led high performing, multi-disciplinary teams
- Able to assimilate and analyse information quickly and accurately, and translate strategic thinking into action
- Led transformational projects that resulted in greater efficiency and swifter processes
- Technology literate with a grasp of the strategic role of technology in enabling the organisation's success
- 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





# 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 staff 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

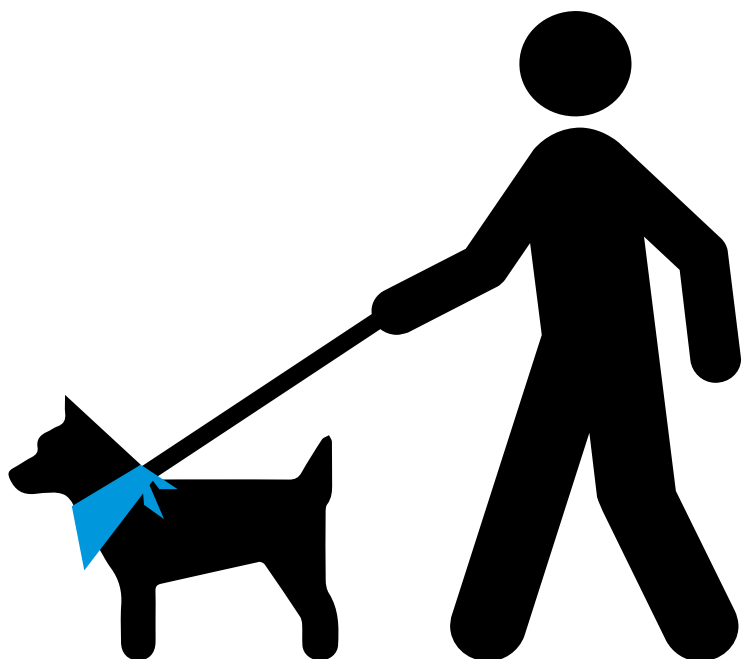
- Be brave - try new ways to achieve our priorities where it makes sense to do so
- Let go - trust and empower our teams to deliver
- Move conversations along - not dive into unnecessary detail
- Be inspirational, ambitious, and hard working
- Don't hide behind processes, use them to help get us where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

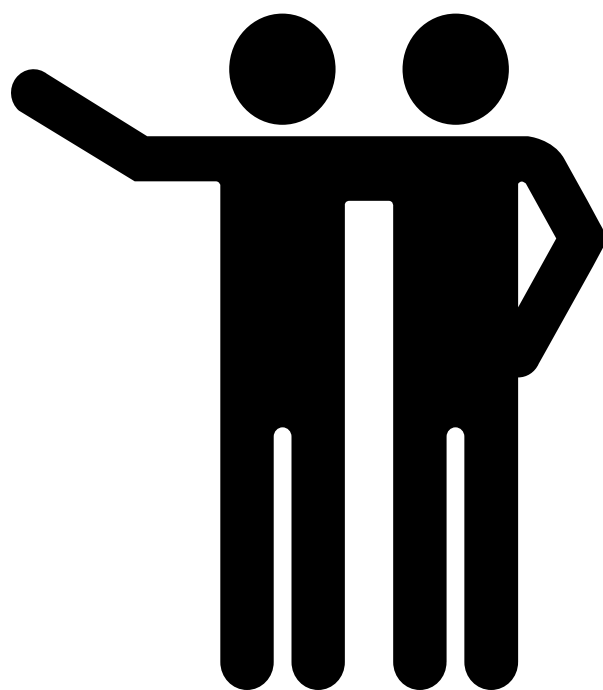
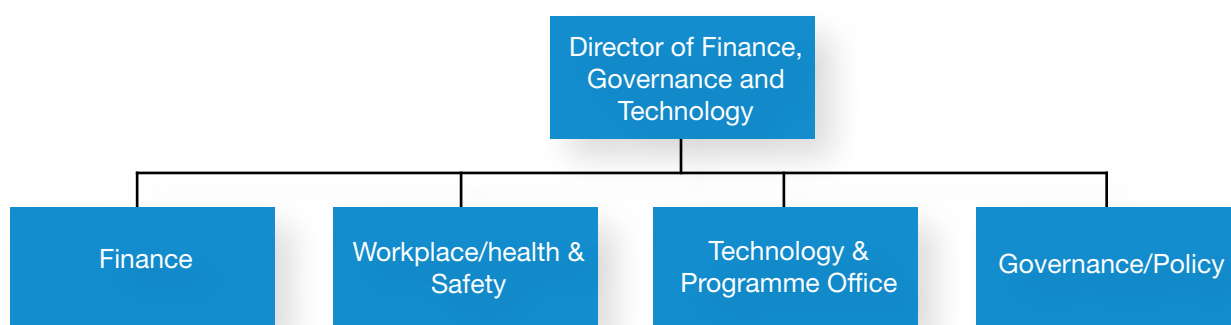
**I report to:** Chief Executive

**Contract:** Permanent

**Hours:** Full time, 37.5 hours per week

**Location:** London Bridge, hybrid working

**Team structure:** A team of circa 18 employees, organised under the following functions; as a new role the structure is being reviewed.



# 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 our staff 28 days annual leave, increasing to 30 days after three full years' service, plus bank holidays.

After one years' service you have the option to buy and sell up to an additional week's annual leave (subject to minimum/maximum leave).

Once you've completed five years' service, you can apply for a sabbatical.

## Hybrid and flexible working

We know that there is greater flexibility in not needing to travel to a set location every day and greater democracy for everyone to contribute in virtual meetings, plus it supports a healthy work/life integration for our people. We also know that for us, as an organisation, interpersonal relationships, and the people side of working together are important. We get strength from face-to-face time. We value in-person connections as an essential part of building trust between people, fostering creativity and allowing for difficult problems to be solved together.

Our aim is to be a flexible workplace where people are successful, confident, informed, connected to their colleagues, and develop in their roles. We mainly work from home, with some time each month spent in our London Bridge office, usually to collaborate with colleagues (this is classed as a commute, so we pay our own travel costs to the office). The frequency may vary over the year and is dependent on the needs of the role and the organisation. Space is also available for employees that wish to use the office on a more regular basis.

Typically, we would expect most roles to be coming into the London office between 1 day per week to 1 day per month and will note this in our job adverts. Any change to working patterns will be agreed in advance and within teams.

Where we can accommodate it, we also invite our staff to work flexibly. 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.

## Healthcare Cash Plan

We know that feeling good and staying healthy in our daily lives makes a big difference to how likely we are to fall ill and how fast we recover afterwards. That's why we offer a fantastic health plan from Mediacash. The organisation will automatically pay for the cover for you and you'll be enrolled onto our scheme from the first day of the month after your employment starts.

## 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 contributions, 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 £1000).

### And that's not all...

- Life assurance: 3 x annual salary
- Free income protection scheme
- Enhanced maternity, paternity & adoption pay
- Enhanced sick pay
- Special Leave including compassionate, carers, domestic emergency and dependents leave - provision for leave for a range of exceptional circumstances which may affect you as an employee
- 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 tame prostate cancer. And we'll be doing everything we can to support you every step of the way. We're committed to helping all our staff 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.

### Staff Development days

We offer employees the ability to book up to one day a month in addition to annual leave as a 'Development & Planning Day' to use for essential training, professional development or strategic planning work (subject to operational requirements).

# How to apply

We hope you will consider making an application. The charity is committed to increasing the diversity of its 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 [katy.giddens@starfishsearch.com](mailto:katy.giddens@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-fin-gov-tech/> and click on the apply now button, with the following prepared:

- Your CV
- 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.

**A guideline on the recruitment timeline is set out below. If you are unavailable during late December or in January, we would be very grateful if you could advise us when you apply. The expected recruitment timetable is set out below:**

<b>Closing date:</b>	Friday 16 December 2022
<b>Preliminary interviews with Starfish:</b>	Late December 2022/Early January 2023
<b>Agreement of the final shortlist:</b>	w/c 16 January 2023
<b>Interviews with Prostate Cancer UK:</b>	w/c 23 January 2023





**PROSTATE  
CANCER UK**



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