



# CANDIDATE PACK FOR CHIEF FINANCIAL OFFICER



# WELCOME

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Dear Applicant

Thank you for your interest in joining The Royal United Services Institute (RUSI) as our Chief Financial Officer. RUSI is an independent think tank engaged in cutting-edge defence and security research. A unique institution, founded in 1831 by the Duke of Wellington, RUSI embodies nearly two centuries of forward thinking, free discussion, and careful reflection on defence and security matters.



RUSI is a British institution that operates with an international perspective: our offices in Nairobi and Brussels reinforce our global reach. We have amassed over the years an outstanding reputation for quality and objectivity. Our heritage, and our location at the heart of Whitehall, together with our range of contacts both inside and outside government, but always strictly independent of it, give RUSI a unique insight and authority.

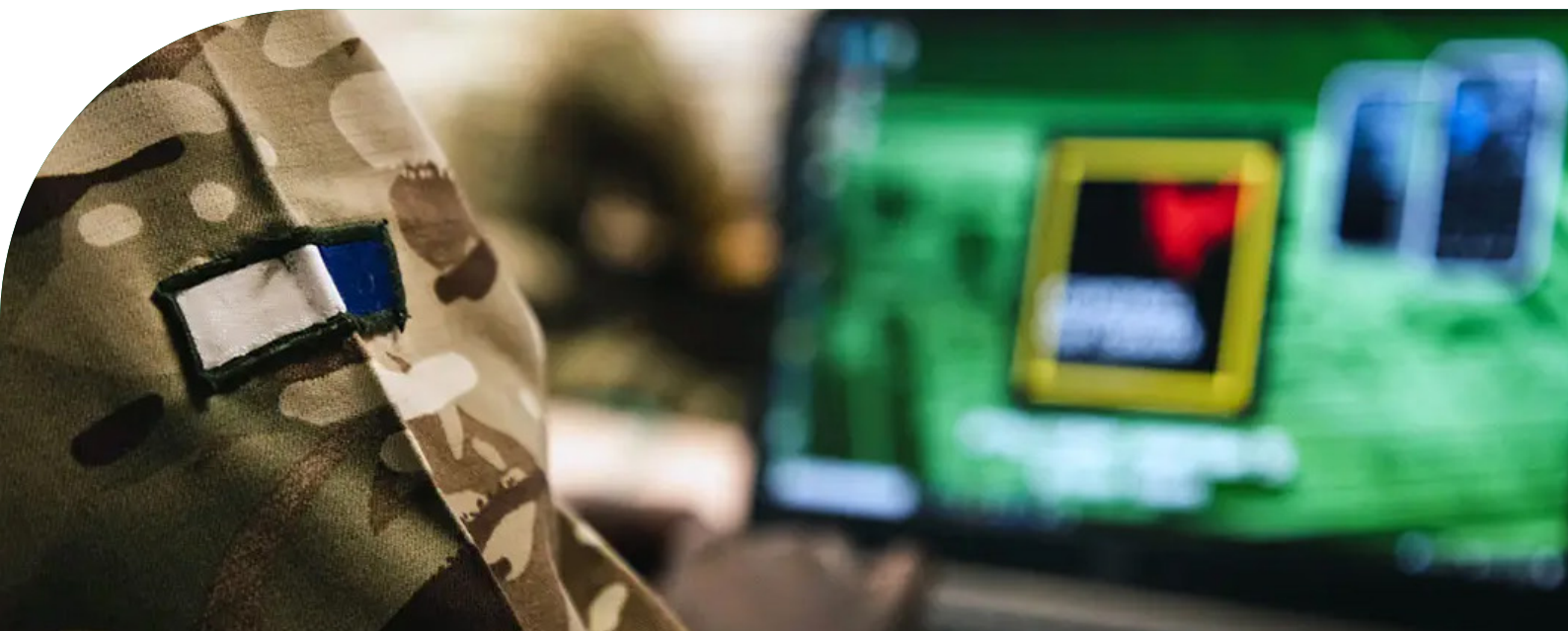
Our Chief Financial Officer will provide crucial operational support, with an emphasis on financial management, planning and control of the highest quality. You will also lead on risk management and internal control, cyber security, legal and compliance and our commercial activities. In this critical appointment, which is also part of RUSI's leadership team, the CFO ensures we have the support, resources and line of sight required to achieve ambitious aims and objectives in pursuit of our strategy.

Your professional technical expertise will be underpinned by a recognised accountancy qualification. In addition, you will bring strategic reach to this role and be able to see how best-in-class financial management and oversight can ensure RUSI is enabled to deliver its priorities with a c.£15 million budget and team of 130. You will be relied on by me, and by our Board; the highest degree of personal credibility will be essential and, wherever you are now, you will hold a personal reputation for integrity and the quality of your advice and judgement.

This is an exceptional opportunity in a prestigious organisation for someone who has an interest in defence, security and global affairs. An experienced and capable finance leader, you will bring maturity of judgement, an engaging style and ready personal influence. We also need a systematic approach to this role, and someone who can balance the big picture with attention to detail. You will also enjoy working with a team of people who are experts in their field and influential in their own right.

If you believe you have the skills, experience and qualities we are looking for, we would be very pleased to hear from you.

**Dr Karin von Hippel**  
**Director-General, Royal United Services Institute**





# ABOUT US - OUR MISSION STATEMENT

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*As an independent institution, we produce evidence-based research, publications and events on defence, security and international affairs to help build a safer UK and a more secure, equitable and stable world.*

## OUR HISTORY

The Royal United Services Institute has been at the heart of military and security thinking for over 190 years. The Duke of Wellington and other senior military commanders established the Institute in 1831, and some of the most influential thinkers in the 19th and 20th centuries worked or spoke at RUSI. RUSI has been at the centre of policymaking and thinking on defence and security from the rise of the British Empire to its transformation and dissolution, through both World Wars and the Cold War and into today's unsettled world.

In the 21st Century, RUSI re-orientated itself to become a fully-fledged think tank, with research at the heart of its activities and income base. RUSI's research agenda diversified further, analysing the urgent security questions of our age. In 2015, the Institute took the historic step of appointing its first woman and first American Director-General, Dr Karin von Hippel. In addition to its historic focus on military science, nuclear deterrence and international security. RUSI's research portfolio now includes financial crime, terrorism, organised crime and cyber security. The Institute has a key role in providing evidence-based understanding of the 'new disorder' of the contemporary world, and it remains an intrinsic part of the research and debate that surrounds military and security thinking.

Throughout its over 190 years of existence, the Institute has remained faithful to its heritage and founding principles, continuing in its mission to generate evidence-based and independent debate on issues of security and defence.

RUSI is recognised as one of the top global think tanks on security, and in 2020 it was named 'Think Tank of the Year' by Prospect magazine.

## WHO WE ARE

We undertake research, encourage debate, and provide options on critical issues in national and international defence and security. We are proud of our history, traditions and Royal patronage. At the same time, we remain resolutely independent, offering robust scrutiny of policy from government and other institutions.

Our primary focus is on UK defence, security and international affairs, and how to improve the safety of the UK and that of our partners in NATO and the European Union. We also highlight the importance of building global security and stability.

Our main activities are research, publications and events. We use these to develop and disseminate practical policy solutions to thorny challenges.

We aim to be a world-leading independent forum for informing and improving policy and public debate on defence, security and international affairs.

## OUR VALUES

### Continuity - Fulfilling our Charter and Mission

- We abide by our charitable status and provide a public benefit.
- We are respectful of our historical legacy while also looking to the future.

### Thought Leadership and Independence - Staying ahead of change

- We conduct original, evidence-based research on critical national and international defence and security issues.
- We disseminate the results of our research to enhance the public debate and promote constructive policy options.
- We are innovative, entrepreneurial, and agile in response to a fluid and evolving security environment.
- We ensure financial and intellectual independence, as well as accountability and transparency of funding and activities.

### Trust and Collaboration - Promoting an inclusive, trusted community

- We maintain a reputation as an honest broker and trusted partner and engage a diverse network of people and ideas.
- We honour our founding as a members' institute, while also convening a wider network to encourage fresh thinking and inter-disciplinary approaches.
- We develop young talent in the full range of our activities to ensure continuity of purpose.
- We ensure a culture of respect, collaboration, professionalism, and compassion, inside and outside the Institute.
- We demonstrate self-discipline in adherence to these values, while maintaining a sense of humility and humour.



# JOB DESCRIPTION

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**Job title:** Chief Financial Officer

**Reports to:** Director-General

## ROLE PURPOSE

The Chief Financial Officer is responsible to the Director-General for providing outstanding professional and corporate leadership with regard to financial planning, management and control; risk management and internal control; cyber security; legal and compliance; commercial and company secretarial activities. The role will also support the Director-General and other senior management team members in fulfilling broader objectives within the organisational strategy.

## MAIN RESPONSIBILITIES OF THE ROLE

- Hold overall responsibility for all of RUSI's financial affairs, for leadership of the Finance Team, and for activities spanning Legal, Risk & Compliance and IT including cyber security in particular.
- Keep RUSI's costs under constant review in pursuit of efficiency and good value and help the Institute achieve its financial goal of an annual surplus and growth of free reserves.
- Ensure all of RUSI's annual audit, accounting and broader regulatory obligations are met to the highest standards and report to the Audit & Risk Committee and the main Board of Trustees on all relevant business.
- Act as a finance business partner to the Senior Management Team, providing financial decision support and practical analysis.
- Lead on the annual business planning process for the Institute and work closely with the DG and Senior Management Team (SMT) in shaping RUSI's strategic and delivery priorities.
- Assume a clear lead on cyber security within the Institute.
- Oversee the management of risk at the Institute and, more broadly, ensure the Institute's governance and compliance processes are sufficiently robust and fit for purpose.
- With other members of the SMT, continue to develop the Institute's business model and ensure this is implemented through bids and proposals submitted by RUSI.
- Ensure the Institute is fully prepared for the Annual General Meeting and that all financial documents and audit are completed and approved in advance by Trustees.



# PERSON SPECIFICATION

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In your written application please give evidence against Part One of the criteria set out below. Criteria listed under Part Two and Part Three will be explored with selected candidates at interview stage.

## PART ONE

### KNOWLEDGE AND EXPERIENCE

- Outstanding track record of performance gained as a senior finance manager, ideally as CFO or Finance Director, within another organisation of comparable scale and complexity.
- Holds a recognised accountancy qualification with substantial PQE (minimum 15 years).
- Outstanding track record of leading multi-disciplinary teams and of working to support non-finance specialists in planning and resource management across organisations.
- Deep understanding of annual financial reporting cycles, of best practice in financial management and control, and of sound strategic and business planning disciplines.
- Experience of leading, directing and developing a high performing finance function.
- An understanding of cyber security and its relevance to RUSI's work and operating context, with experience of having managed or developed IT infrastructure that improves business processes.
- Understanding of charity accounting and the relevant regulatory frameworks.
- Interest in defence, security and global affairs.

## PART TWO

### SKILLS AND ABILITIES

- Financially astute with sharp commercial acumen.
- Sharp strategic skills.
- Leadership skills that contribute positively to the overall management of the Institute and exemplifies our values.
- Outstanding communication, interpersonal and influencing skills and is able to support, engage and advise non-finance specialists within RUSI.
- Able to absorb, assimilate and evaluate complex information to make well considered written recommendations.

## PART THREE

### STYLES AND BEHAVIOURS

- High degree of personal credibility and secures trust and confidence immediately.
- Unimpeachable integrity and sound judgement.
- High level of personal drive, energy and commitment.
- Comfortable with ambiguity and uncertainty.
- Open, collaborative and responsive style.

# TERMS OF APPOINTMENT

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## SALARY

The salary for this role is up to £115,000 per annum. The role is offered on a full-time permanent basis and starting salary will be dependent on experience.

## LOCATION

London with hybrid working. Currently, we expect employees to be in the office two days each working week, but this may be subject to change and is dependent on the varying demands of the position.

## PENSION

Generous pension contributions at 6% employer contribution.

## ANNUAL LEAVE

25 days annual leave, rising with service, with additional RUSI closure days off at Christmas.

## ADDITIONAL BENEFITS

- Access to 24/7 Employee Assistance Programme.
- Season ticket loan.
- Free access to RUSI's programme of events and conferences, research materials and library.
- Trained Mental Health First Aiders.
- Enhanced sick pay, depending on length of service.
- Enhanced maternity and paternity leave, depending on length of service.

# HOW TO APPLY

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We hope you will consider making an application. To make an application, please go to <https://starfishsearch.com/jobs/rusi-cfo/> 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 as set out in Part One of the Person Specification.

We would also be grateful if you would 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 for applications is **Friday 20th September 2024**

## RECRUITMENT TIMETABLE

<b>Closing date:</b>	Friday 20th September 2024
<b>Preliminary interviews:</b>	w/c Monday 30th September 2024
<b>Final Panel interviews:</b>	TBC w/c Monday 14th October 2024