

Together we are help and hope for everyone living with dementia



**Candidate Pack for Associate
Director of Finance**

Welcome

Dear Candidate,

If you're reading this, you've already taken the first step toward tackling one of the biggest health and social care challenges of our time. Thank you for your interest in the role of Associate Director of Finance and for considering joining us in making a life-changing difference for people affected by dementia.

Dementia is not just a medical condition—it is a deeply personal experience that brings loneliness, anxiety, and isolation, not just for those diagnosed but also for their loved ones. With the increasing pressures of the cost-of-living crisis and the growing challenges within social care, the need for our work has never been greater.

As Associate Director of Finance, you will play a pivotal role in ensuring the financial strength and sustainability of Alzheimer's Society. Reporting to the Chief Financial Officer and as a key member of our Finance & Assurance and wider organisational leadership team, you will provide strategic leadership on all financial matters. You will be responsible for financial planning, budget management, compliance, and risk control, ensuring the organisation remains financially stable and well-positioned to continue our vital work. Working closely with our Executive and Senior Leadership team colleagues, Board of Trustees, and external advisors you will be central in driving financial excellence and empower teams across the Society with strong financial management practices.

We are looking for an experienced finance professional who exemplifies our values—determined to make a difference when and where it matters most, a trusted expert who believes in working better together, and a leader who demonstrates true compassion. You will have the ability to lead with strategic vision, operational expertise, and a strong sense of accountability—ensuring that financial decisions drive efficiency, growth, and impact.

At Alzheimer's Society, we are more than a charity. We are a movement. We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists, and more—united in our mission to improve the lives of people affected by dementia. We are led by the voices of those we serve, ensuring they have a choice and a voice in shaping our services and influencing change in health and social care.

We've made great strides, but there is still much to do. Our goal is to be a beacon of inclusivity and participation, ensuring that everyone—regardless of background—feels they can turn to us for support and be part of our mission.

This is an exciting time for us, and we need passionate, skilled individuals to help shape the next chapter of our journey. If you share our vision and values, we would love to hear from you.

I look forward to welcoming you to the team.

Kate Lee
Chief Executive

About us

Who we are
Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.


Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values
Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.


Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.




Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.




Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member of carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's society.

Associate Director of Finance

Position in the organisation

Reports to the Chief Financial Officer
Member of our Senior Leadership Team
Member of our Finance and Assurance Leadership Team
Part of our Finance & Assurance directorate

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Associate Director of Finance will play a crucial role in providing strategic direction and leadership on the Society's financial matters. This post holder will hold corporate accountability for the operational, day to day success of the organisation, its continued growth, development, innovation and financial stability. This role will work closely with our Executive and Senior Leadership Teams and the Board of Trustees to lead and elevate the prominence, understanding and organisation capability in relation to financial management, financial control and compliance with regulations.

We are looking for someone who exemplifies our values, someone who is determined to make a difference when and where it matters most. A trusted expert who believes in working better together and demonstrates true compassion.

Key accountabilities and responsibilities

Strategic and Professional Leadership

- As a Member of our Finance and Assurance Leadership Team, jointly lead and deliver on the directorate vision of being the single point of truth for the Society as trusted partners, credible experts, the place to attract and develop talent and being a one team finance and assurance directorate.
- Provide leadership on the development of the Society's financial plans, budgets, financial reporting, analysis and advice to make effective financial decisions and enable strong control of budgets.
- Ensure the Society's adherence to financial regulations and procedures and that effective financial controls are in place. This includes responsibility for the robust and compliant operating procedures of the Finance Team and wider corporate finance policies.
- Champion financial control and compliance across the organisation, ensuring that financial management is owned and understood by all budget holders. Drive a culture of accountability and compliance over financial management, enabling and empowering teams to take accountability for the financial risks they own.
- Lead and promote a culture of continuous improvement in everything we do, driving value and efficiency where possible.
- Oversee the preparation of the Society's annual report and accounts and the delivery of external audit.
- Keep abreast of industry best practices and emerging trends in financial management.
- Direct teams to deliver outstanding results and work effectively and collaboratively at pace.
- Champion and role model a strong culture of great financial management and practice for the Society.
- Collaborate with colleagues across the Society to ensure the Finance Team delivers the expertise required to enable the Society to achieve its aims of ending the devastation of dementia.

People Management

- Responsibility for performance managing and directing finance and related functions including Financial Accounting and Control, Financial Planning and Analysis, Payroll, Procurement and the Transformation Team.
- Responsible for establishing excellent working relationships, setting clear expectations and managing accountability of your team to deliver plans.
- Drive a culture of inclusion and high-performance through clear objective-setting, coaching and strong and effective feedback loops. Role model the Society's values and leadership competencies in everything we do, demonstrating a high level of self-awareness, continuous personal learning and development.

Key Working Relationships

- Ensure close and effective working relationships with the Society's professional advisers including external auditors, internal auditors, banking partners and tax advisors.
- Key working relationships also include the Senior Leadership Team (SLT), Executive Leadership Team (ELT) and Board of Trustees.

Equity, Diversity, Inclusion and Belonging

- Drive forward an inclusive and high-performance culture, ensuring that our values and expected standards of behaviour are embedded across the entire organisation, as well as in your own teams.

We are looking for someone who can

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge

- Holds relevant financial accounting professional qualification; ACA, ACCA, CIPFA, ACMA (or equivalent).
- Significant post-qualified experience in senior finance leadership roles, leading Finance and related functions.
- Experience of leading and developing effective teams, ideally through periods of change and uncertainty.
- Proven ability to drive step change in organisational accountability for financial performance, processes, controls and impact.
- Experience of the charity sector and of the Charity SORP would be beneficial but not essential.
- Skilled at using data, insights and evidence to deliver impact.
- Skilled at developing and delivering change and continuous improvement at all levels, balancing the delivery of sustainable results with supporting the positive wellbeing of our people.

Competencies & personal attributes

- Demonstrates sound decision-making taking personal accountability for risks and decisions which carry organisation-wide impact.
- Experience of building collaborative relationships, using appropriate challenge and support, managing conflict and behaviours and role modelling positive values-led leadership.
- Can demonstrate proactively seeking and acting on feedback and exceptional skills in listening and communicating across multiple audiences - including on high impact, high profile and complex topics.
- Can demonstrate influencing and negotiation skills to achieve the best outcomes for the organisation overall.
- Can demonstrate resilience under pressure, working with ambiguity, effectively balancing competing priorities and delivering at pace.
- Ability to manage senior roles and performance. Experience of driving a high performance culture, at an organisational level, through clear accountabilities, objective setting, performance management, coaching, feedback and development for all.
- Proven ability to think strategically and corporately, shaping organisation thinking, projecting direction and considering future implications.
- Ability to inspire and lead people, committed to attracting a diverse workforce and operating in an open and inclusive way.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or Access NI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Terms of appointment

Salary

The salary for this role is c £90,000 per annum on a full-time permanent basis.

Benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows - with up to 8% employer contribution rate
- Life Assurance Scheme - two times your annual salary
- Society Plus and Smart Spending App - giving you unbeatable savings at hundreds of retailers



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave

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 Chris Milo at chris.milo@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/alz-ad-finance/> 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 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: Friday 9th May 2025

Preliminary interview: w/c 19th May 2025

Final Panel interviews: w/c 2nd June 2025

