

## **Director of Finance and IT**

### **Job Description**

#### **Background**

As a member of the Royal Osteoporosis Society team, your role exists to work with colleagues to ensure better bone health for everybody and help people to live well with osteoporosis.

Our mission is to improve the bone health of the nation and prevent osteoporosis by influencing healthcare providers and professionals; supporting services to help our beneficiaries; and drive research. We do this through living our charity values and we all work together to realise a future without osteoporosis.

The way we deliver our vision and mission is important. In this role, the decisions you make and the way you behave to deliver our mission, should reflect our organisational values. We have three guiding **values; caring, influential and innovative.**

We have eight supporting **beliefs** which guide every decision you make on behalf of the ROS, and in turn, the way we live our values.

#### **We believe:**

- We put our beneficiaries at the heart of everything we do
- In spending every £1 wisely
- We are the collective voice of people with osteoporosis
- We are the recognised experts in osteoporosis and bone health
- We have the knowledge and influence to change policy and healthcare systems
- Asking for money is vital
- We can achieve more together than on our own
- Everyone with osteoporosis should be able to live well and manage their conditions in ways that best meet their needs

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Our corporate strategy envisages a growing charity which plays a more prominent role on the national stage, serving a greater number of the 3.5m people living with osteoporosis in the UK. We are beginning an ambitious fundraising and business development plan to support that growth and we want to develop a robust five-year financial strategy to underpin it.

Reporting directly to the Chief Executive, the Director of Finance & IT will be a qualified, experienced financial leader who will determine and deliver an ambitious financial strategy whilst maintaining excellent standards of financial control and compliance. The Director of Finance & IT will act as a key internal check on income generation proposals, assessing projected income and ROI, and modelling the financial elements of bids. Maintenance of strong financial controls, financial risk registration and scenario planning will be crucial. The Director will also oversee IT systems at the charity, including the MS Dynamics 365 CRM system. Our accounting system is Access Dimensions.

We are looking for a strategic thinker who can work closely with the Chief Executive, Trustees and senior colleagues to steer the charity through this ambitious period of growth and development.

#### **Duties and Responsibilities**

##### **Strategic**

- Develop a five-year financial strategy for the charity, optimising our sustainability and regulatory compliance
- Proactively contribute to the strategic direction of the charity by preparing financial modelling and forecasts around business growth options, with an eye for optimising ROI
- Horizon-scan for changes in the external environment (economic indicators, sector income trends) to inform detailed scenario-plans and risk management
- Control the Funding Model, reducing financial risk by matching low-risk income streams to core activity and critical dependencies, thereby providing strategic direction for fundraisers in close collaboration with the Director of Development

##### **Leadership**

- Lead a team of five employees, cultivating both a performance culture and a learning and development culture
- Executive lead to the Finance, General Purposes & Audit (FGP&A) Committee
- Advise the SMT and Board on the financial implications of proposed courses of action, helping inform judgement calls which balance opportunity and risk

## **Reporting**

- Act as Company Secretary
- Prepare the statutory annual accounts and steward the external audit
- Ensure timely reporting and advice for the charity's Trading Company affairs

## **Operational Management**

- Oversee monitoring and reporting of financial performance and lead the budget process
- Ensure robust systems of financial controls, mitigating the risk of fraud and error
- Foster a culture of financial responsibility and value for money across the organisation, while maintaining checks and balances on expenditure
- Financially educate our teams, using a range of visual tools to communicate the financial position and cultivate a sense of co-ownership
- Ensure appropriate procurement and contract management systems across the charity
- Oversee balance sheet, cash, deposits and investments to optimise returns
- Oversee IT and Systems, including our Dynamics 365 CRM, the payments system and other aspects of the critical infrastructure

## **Compliance**

- Ensure that the charity complies with all legal, financial, company, tax and Charity Commission reporting and record keeping requirements
- Keep up to date on best practices in non-profit finance, business systems, governance and internal control measures
- Lead on information and data security, supported by the Governance, People and Culture Adviser
- The key responsibilities above provide an overview of the role, however, the list is not exhaustive

## **Person Specification**

### **Essential**

#### **Qualifications**

1. Qualified Accountant (ACCA, ACA, CIMA or CIPFA)

#### **General Knowledge and Experience**

2. Experience of working at Director level, or with good exposure to Board level working
3. Financial leadership experience
4. Experience of financial strategy, including medium term financial planning, modelling and investment appraisal
5. First-rate people management and leadership qualities
6. Experience of horizon scanning and monitoring of external context (economic indicators, sector trends) to plan scenarios, score risks and prepare mitigations
7. Experience of leading business change from design through to implementation
8. Excellent analytical and interpretive ability
9. Awareness of company secretarial, legal and tax issues relating to companies and ideally charities
10. An understanding of IT, organisation-wide data and systems
11. Excellent communication skills with the ability to present complex financial data succinctly to lay audiences through charts and dashboards, making connections between economic indicators, income projections, costs and ROI
12. High-level organisational skills and the ability to prioritise
13. Experience of developing excellent working relationships with senior staff, Board members and external stakeholders

#### **Desirable**

14. Senior level experience within a charity or not-for-profit organisation
15. Experience of overseeing an IT function
16. Experience of working alongside fundraising teams

*The Royal Osteoporosis Society operates an Equal Opportunities Policy and does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation*