



Rutherford Cross



Children's Hospices Across Scotland

POSITION PROFILE

Head of Finance



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Dear Candidate,

Thank you for your interest in the role of Head of Finance for CHAS. We are seeking an exceptional Head of Finance to join our dynamic and experienced leadership team.

This is an exciting time to join CHAS. Our 2024-2028 Strategic Plan sets out our commitment to providing unwavering care to children who may die young, and their families, on every step of the journey.

This is a rare opportunity to step into a key leadership position at a time of significant transformation. Providing leadership across all aspects of financial management you will work closely with the Chief Operating Officer, Chief Executive and wider Senior Management Team contributing to the overall management and leadership of the organisation through the provision of financial advice to the Executive Team, Board and Committees of CHAS.

With a focus on delivering best value, you will lead the finance team in providing efficient and effective financial management across the organisation. You will have the confidence and experience to lead the team through change.

I look forward to hearing from you.



Jane Smith
Chief Operating Officer



In Scotland, three children a week die from a life-shortening condition. CHAS provides unwavering care for children who may die young, and their whole families. Our ambition is that no-one should face the death of their child alone. Our team includes nurses, doctors, AHPs, chaplains, social workers and a wide range of family support specialists. They work across two children's hospices, in community settings across the country, and in hospitals alongside NHS staff.

You can watch a short video about CHAS services here:

<https://www.youtube.com/watch?v=79VZxyQpZkE>

And read more about CHAS and the impact we have here: [https:// www.chas.org.uk/about-us/our-vision/our-publications](https://www.chas.org.uk/about-us/our-vision/our-publications)

Our Values



Time is precious

We help children and families make the most of their time together, no matter how short. We value and respect each other, our time and contributions.



We are courageous

Children and families motivate us in our unwavering commitment to deliver exceptional care based on choice.



With love and compassion

We care for children and families, and all those who make our work possible. Love, dignity and inclusion are at the heart of everything we do.



We play as one team

Children learn through play, and we're inspired by them. Together, we make extraordinary things happen every day.

CHAS is a charity and provides all care free. Most of our income comes from fundraising. Over the last 5 years CHAS have achieved sector leading fundraising growth. The Scottish Government and Local Authorities also make important funding contributions.

However, the cost of delivering care is rising rapidly and without additional income our services are not sustainable. In parallel, we want our property and infrastructure to deliver the best possible care to children and families. We are at the detailed design stage of a major refurbishment of Rachel House (£16m) to ensure it can continue to meet the needs of children



and families 30 years since its establishment. We also need to make improvements to Robin House and to our shops and offices.

Our Financial Strategy anticipates:

- Increased recurring statutory funding
- Further significant fundraising income growth including a major capital appeal for the refurbishment of Rachel House
- Delivery of significant efficiency savings across the organisation

You will play a pivotal role in ensuring the overall financial sustainability of the organisation.

You can read more in our Annual Report 2023-2024 here: <https://www.chas.org.uk/about-us/our-vision/our-publications>

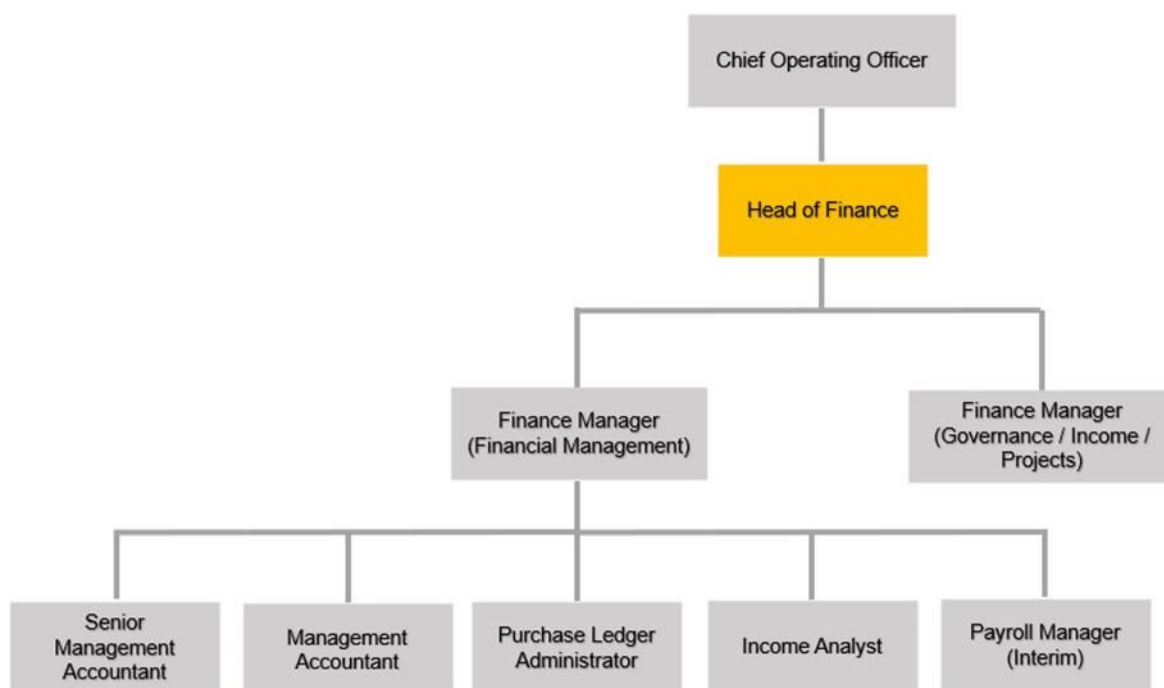




Job Title:	Head of Finance
Reports to:	Chief Operating Officer
Location:	Edinburgh / Glasgow / Kinross / Balloch

Reporting to the Chief Operating Officer you will provide leadership across all aspects of financial management. You will work closely with the Chief Executive and Senior Management Team contributing to the overall management and leadership of the organisation through the provision of financial advice to the Executive Team, Board and Committees of CHAS.

As Head of Finance you will lead our experienced Finance Team, driving transformational change and delivering effective and efficient Financial Management across CHAS.



Purpose

- Provide leadership and management of all aspects of financial management for CHAS
- Lead the annual budgeting process and the development of the medium-term revenue and capital financial plans directly supporting the financial sustainability of the organisation
- Lead the development and implementation of the Finance Strategic Improvement Plan to ensure the provision of a high quality modern and professional customer focused service to internal and external stakeholders
- Lead and manage the finance team



- Contribute to the overall management and leadership of the organisation through the provision of financial advice, information and support to the Executive Team, Board and Committees of CHAS

Job Activities

Transformation of the Finance Function

- Lead the development and implementation of the Finance Strategic Improvement Plan that ensures the finance function is efficient, streamlined and forward-looking Implement digital solutions that maximize efficiency and effectiveness
- Lead and develop the finance team

Financial Planning, Budgeting and Reporting

- Lead annual budget setting and longer-term revenue and capital financial planning, supporting decision making with robust analysis
- Provide effective, high-quality reporting on all aspects of financial performance to the Senior Leadership Team, Finance & Audit Committee and CHAS Board providing advice and analysis to support effective decision making
- Ensure a business partnering approach within the team with the finance team working collaboratively and providing both robust challenge and support
- Continually enhance the processes for resource management and financial performance monitoring
- Ensure support is provided to all departments in the proactive assessment of opportunities for transformation, efficiency and income generation. Pro-actively undertake benchmarking of CHAS activities to identify improvement opportunities
- Lead the robust option appraisal or major service developments and capital investments
- Directly support the Director of Income Generation and Engagement to support income growth, providing robust and regular financial information that's informs decision making

Financial Systems, Control and Accounting

- Ensure the organisation operates robust accounting procedures and systems of internal financial control in line with good practice
- Lead the preparation of Annual Accounts in line with good practice and Standards of Recommended Practice (SORP's) liaising with auditors
- Ensure the provision and maintenance of robust and integrated financial systems
- Ensure the CHAS purchasing system operates effectively and that procurement policy and practice is in line with good practice; Provide leadership and support to the negotiation of service contracts
- With Insurance Brokers and other advisors manage CHAS Insurance Policies advising on the range and cover required
- Pro-actively advise the Chief Operating Officer and Chief Executive on the financial implications of the pension schemes operating for CHAS staff



- Provide advice to the SLT and Board on CHAS's Investment Strategy and performance
- Provide financial management advice and support to the Director of Income & Generation in relation the ongoing and future financial performance of Ardoch Loch Lomond Ltd
- Ensure financial and business risks are identified, monitored and managed on an ongoing basis
- Ensure that an appropriate register of assets is maintained
- Ensure that CHAS has adequate cash holdings

Team and People Management

- Lead, manage and develop the team promoting a positive and proactive culture ensuring the team are visible to budget holders across the organisation
- Effectively manage the performance of the team ensuring they are working to agreed objectives, delivering outcomes and that they receive appropriate training and support
- Ensure clarity of roles and responsibilities of everyone within the team

Governance

- Lead on ensuring the effectiveness of the Finance & Audit Committee, ensuring that it delivers in line with its annual work plan and annual self-assessment is undertaken against good practice
- Ensure that relevant company governance arrangements are completed, including the completion and delivery of annual statutory returns

Health and Safety

- Responsible for coaching staff, adhering to and monitoring compliance with the CHAS Health and Safety Management Policy and associated procedures and co-operating with CHAS in complying with its legal duties

Information Governance

- Responsible for coaching staff, adhering to and monitoring compliance with the CHAS Information Governance Framework and associated policies and co-operating with CHAS in complying with its legal duties

Volunteer Engagement

- On an ongoing basis, maximise the ways in which volunteers can support the effectiveness of the finance team and manage volunteers within the team

Decisions and Communications

Decisions

- Works independently to produce complex management and statutory accounts and financial information and analysis and making recommendations to SLT level



- Able to work autonomously with the skills to make complex decisions independently where there may be a range of options to consider
- Responsible for presenting intricate, sensitive or contentious information to Committees and staff (including non-finance staff) from across CHAS
- Lead on developing, implementing and improving policy, procedures and approaches to resource management processes across CHAS with the ability to address concerns and overcome barriers to change
- Negotiating deadlines and contractual arrangements
- Responsible for leading the team to manage workload of the team amongst conflicting priorities
- Responsible for researching legislation and national accounting policy then recommending decisions on best course of action to resolve complex accounting and financial management queries
- Ability to recommend changes to the CHAS Scheme of Delegation, the post holder will develop, interpret and apply financial procedures and accounting treatments within the International and UK regulatory accounting framework
- Interpretation and explanation of financial information in a manner readily understood by individual senior managers as well as groups of staff throughout CHAS
- Evaluating adequacy of all insurances across CHAS

Communications

- Regular internal communication with senior leadership team, extended leadership team and staff throughout CHAS regarding all aspects of financial management, planning and governance
- Regular engagement with trustees including ongoing close working with Chair of Finance & Audit Committee and Board Chair
- Regular external communication with a range of external stakeholders including NHS Boards, Scottish Government, COSLA, other Hospices, External and Internal Auditors, insurance brokers, payroll bureau, pension schemes, auditors, software providers and HMRC
- Regularly engage and work with external consultants where required to ensure CHAS are provided with expert advice as necessary



You will be an accomplished finance leader with a proven ability to drive transformational change in financial management within complex organisations.

With exceptional communication and interpersonal skills, you thrive in collaborative environments and enjoy working as part of a multi- disciplinary team.

You bring extensive experience in long-term financial planning, coupled with a strong track record of supporting initiatives that enhance organizational efficiency and productivity.

Your commitment to robust financial governance and delivering best value is matched by your expertise in advising and supporting Leadership and Board Committees. This role may suit an individual holding or approaching a Head of Finance role in the NHS, a Health and Social Care Partnership, or the Third Sector. We also welcome candidates from a variety of professional backgrounds.

Education, Qualifications and Training

- CCAB Qualified Accountant
- Educated to degree level
- Evidence of on-going personal development

Skills, Abilities and Knowledge

- Significant experience leading a finance team in a complex organisation
- Excellent leadership skills able to motivate and make difficult decisions
- Strong organisational, project management and prioritisation skills
- Strategic thinking, showing the ability to anticipate problems and develop innovative solutions
- Extensive experience of working with complex information and using persuasive and effective negotiating skills; Experienced in the development of robust business cases including financial appraisal
- Ability to cope with demanding pressures and ambiguities, whilst still achieving results
- Outstanding communication and inter-personal skills
- The ability to build rapport and credibility multiple stakeholders internally and externally at all levels
- Knowledge of key policy drivers and challenges facing the NHS and third sector

Experience

We expect applicants to be operating at a senior finance level within a complex organisation. We would be particularly keen to hear from individuals with experience working in a hospice, voluntary sector provider or in an NHS Board, Health and Social Care Partnership.

- A substantial and impressive track record of achievement in a similar organisation
- Highly experienced in working collaboratively with a range of stakeholders and in delivering pro-active business partnering across the organisation



- Relevant experience of working with Directors and Board Members
- Proven ability to manage human & financial resources effectively demonstrating excellent leadership skills and staff management
- Experience of leading the finance governance and accounting business cycle
- Experience of dealing with professionals, public bodies, auditors and regulators
- Demonstrable experience of interpreting and disseminating complex financial information to a wide and diverse audience, developing policy and rolling out to non-finance staff

Personal Qualities

- Forward thinking and Pro-active
- 'Can do' attitude and determination to succeed
- Accountable for self, actions and decisions
- Effective staff and volunteer motivator
- Flexibility around working hours notably around financial month end and year end close down
- Honesty and Integrity
- A commitment to working with and supporting volunteers
- A commitment to CHAS core values, vision and purpose

Dimensions

- Reports to the Chief Operating Officer
- Direct reports: Finance Manager (Financial Management), Finance
- Leading a department of 7 WTE
- Annual Income £23m
- Net Group Assets £40m
- Rachel House Refurbishment estimated £16m
- Supporting the leadership team working across 2 CHAS hospices and CHAS Offices in Edinburgh and Glasgow



Salary:	£67,320 - £75,480
Company Pension:	The opportunity to join the Local Government Pension Scheme for Scotland, administered by Lothian Pension Fund or continued membership of the NHS Scotland Pension Scheme (if applicable).
Holiday Entitlement:	35 days rising to 40 days after 5 years of continuous service
Location:	This role can work flexibly and on a hybrid basis with a base location of Edinburgh, Glasgow, Kinross or Balloch, with travel between them and occasionally to other sites. Business mileage expenses are paid. The Finance Team currently work on hybrid basis, typically 2 days a week in the Edinburgh office.



Hazel Wynn, CFO Services

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The Recruitment Process

- Initial interviews are with Hazel Wynn, our retained advisor at Rutherford Cross
- Next stage panel interviews will be on 6th or 8th May to include Chief Operating Officer, Chief Executive and Director of Nursing and Family Support
- Applications should be sent to Hazel Wynn at Rutherford Cross hazelwynn@rutherfordcross.com.

At CHAS we are committed to creating a workplace where everyone feels welcome, supported, and valued. We celebrate diversity and inclusivity, recognizing that everyone's journey is unique. We believe in the power of transferable skills, so if you don't have the exact qualifications or background listed but believe your experience and skills are a great fit, we encourage you to apply.