

FACULTY OF SEXUAL AND REPRODUCTIVE HEALTHCARE
At the RCOG, 27 Sussex Place, London NW1 4RG

JOB DESCRIPTION

Job title	Director of Finance & Operations
Department	Finance
Grade	Band 6
Reports to	CEO
Responsible for	Finance Manager, Finance & Membership Officer
Liases with	All FSRH staff, Treasurer and other Trustees, Council and relevant Committees, members and external companies.
Hours/week	21-28 hours (3-4 days / week)

The Faculty and the Team

The Faculty of Sexual and Reproductive Healthcare (FSRH) is a membership body of over 15,000 doctors and nurses that sets training and clinical standards in sexual and reproductive healthcare across the UK. It is a faculty of the Royal College of Obstetricians and Gynaecologists and a charity and company limited by guarantee in its own right. The Faculty has ambitious plans to develop its training programme and membership and to further increase its influence and impact.

What do we do?

We:

- Raise the status and standing of sexual and reproductive health and the professionals who provide this care through our policy and influencing work.
- Produce the highest quality resources in partnership with our Clinical Effectiveness Unit, ensuring that these are recognised throughout the UK and we are regarded as the 'go-to' organisation for evidence-based guidance, clinical/service standards and training in SRH.
- Support our members' professional development by providing a range of membership benefits, such as our internationally recognised journal, our members' clinical enquiries service and our clinical guidance webinars.
- Provide a strong and consistent voice for healthcare professionals by training our members as media spokespeople.
- Harness the skills and expertise of our members and provide a range of opportunities for SRH professionals to get involved in our work and influence the direction and strategy of the FSRH.

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Last updated March 2019

In 2014 the FSRH embarked on a major programme of modernisation. This work included a full organisational re-brand, conversion of paper-based processes into online journeys (qualifications, membership payments, CPD entry for recertification), the implementation of a new membership CRM (database), and the design of a new website to support and engage more effectively with all key stakeholders.

The FSRH now has ambitious plans to further develop its training programmes, CPD Portfolio, membership benefits and clinical resources in order to further increase influence and impact, and better support and engage with all SRH professionals.

FSRH offices are currently located next to Regents Park (close to Baker Street) but the office is moving to London bridge in November 2019.

Dimensions and Limits of Authority

Levels of financial authorisation as defined in the FSRH Financial Procedures Document

Purpose of Role

The Director of Finance & Operations provides leadership, direction and expertise in financial management, outsourced IT systems and office management at the FSRH.

Reports to the CEO, Finance & Investment Committee and the Board of Trustees on financial matters.

Works closely with FSRH Senior Management Team (SMT) in their responsibility for the overall performance of the Charity, taking lead responsibility for all matters relating to Finance, IT systems and knowledge management.

Main duties and responsibilities

Strategic direction and leadership

- Work closely with the Senior Management Team assist in the delivery of FSRH overall strategy and the accompanying objectives.
- Participate in developing policies and procedures that are appropriate to FSRH, and in collaboration with SMT ensure the effective implementation and management of those policies.

Financial Management

Financial Planning and Analysis

- Prepare detailed financial plans and KPIs which accurately reflect FSRH strategic and operational priorities.
- Lead on preparing the annual organisational budget and any reforecasts required, in liaison with the CEO, SMT and the Chair of the Finance & Investment Committee.
- Interpret and present key findings of financial analyses, identifying risks and opportunities and working with SMT to capitalise on or mitigate these.
- Ensure all financial, IT and VAT requirements of new and ongoing projects are fully considered as well as integration with existing systems and processes.
- Work with SMT on cost-benefit analysis for new business opportunities.

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Reporting & Control

- Ensure the provision of relevant, accurate and timely reporting of financial performance to key stakeholders including SMT, the Finance & Investment Committee and the Board of Trustees, having regard to best practice, regulatory and statutory requirements.
- Oversee transaction processing within the Finance system (Sage 50) ensuring controls are in place and that best practice is adopted throughout.
- Support delegated budget-holders and ensure that they have the financial competencies required in their role and that they fulfil their financial responsibilities.
- Lead the annual audit process with external auditors including planning, timetabling and production of the statutory accounts and supporting notes.
- Ensure any points raised in the audit management letter are addressed and that accounts are filed in a timely manner.

Data & Risk

- Provide advice and guidance on risk management appropriate to FSRH and ensure there is in place effective processes and controls to manage identified risk.
- Chair the GDPR working group which reviews and monitors FSRH data protection and data retention policies.

Investments

- Work with Finance & Investment Committee and Trustees to oversee FSRH investments in line with FSRH investment policy and risk profile.
- Report on the performance of FSRH investments and oversee the implementation of any proposed changes including the transfer of funds and opening of any new accounts.
- Manage cashflow to ensure monthly operating costs can be covered whilst maximising opportunities for earning interest on short term cash.

Information technology

- Overall responsibility for ensuring the sound day-to-day functioning of FSRH IT systems, including digital technology and digital databases.
- Explore opportunities for optimisation of FSRH IT and digital systems, and for continuous service improvement.
- Encourage, recommend and develop the use of effective IT systems so that FSRH adopts best practice in their application.
- Manage relationship with external IT supplier ensuring good service and value for money.

Knowledge management

- Develop and maintain systems for capturing and sharing organisational memory.
- Ensure the FSRH is adhering to all legal requirements and implementing best practice in relation to data protection and retention.
- Communicate best practice with respect to data capture and sharing to FSRH staff.
- Review the current knowledge management and data quality practices and recommend improvements as required.

Office management

- Overall responsibility for the office maintenance and facilities requirements of the FSRH.

Staff Management

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- Lead and manage the Finance Team, consisting of one Finance Manager who oversees day to day transaction processing activity, and one Finance & membership Officer.
- Provide direction to the Membership Assistant in the implementation of improvements to office management tasks.

Process Improvement

- Oversee updating of the Finance Procedures Manual and lead on ensuring all staff adhere to finance procedures.
- Identify opportunities for process improvement and cost savings across FSRH and work with SMT to implement

Other Duties

- Maintain regular contact with banks, auditors, vat consultants and other professional advisers.
- Ownership of the contracts database.
- Prepare proposals for any bids for funding as required.

General duties of a FSRH employee

- To feed into and support the improvement of processes and systems to support the continuous modernisation of the day-to-day operations of FSRH.
- To stand in for other FRSR staff as required.

Signed by job holder:

Date:

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PERSON SPECIFICATION

Qualifications/Training	Essential/ Desirable
<ul style="list-style-type: none"> • Educated to A Level standard or equivalent • Educated to Degree Level • Qualified accountant 	<ul style="list-style-type: none"> • Essential • Desirable • Essential
Experience	
<ul style="list-style-type: none"> • Significant experience, in a lead role, in the development and successful implementation of finance strategies • Demonstrable experience of presenting financials to senior managers and / or trustees to aid decision making • Experience of producing budgets and longer-term plans and communicating these to stakeholders • Experience of running an audit • Excellent finance systems skills and experience of systems implementation projects • Knowledge of charity VAT and application of partial exemption special methods • Knowledge of investments and application of investment strategy • Experience of leading, managing and developing IT systems across an organisation • Experience of managing and developing digital databases, and supporting good organisational use of these by staff • Experience of leading and implementing effective knowledge management solutions and processes across an organisation • Experience of office management responsibilities, including facilities 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Desirable • Essential • Essential • Essential • Essential • Essential

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<ul style="list-style-type: none"> • Experience and skills in building positive and productive relationships, with colleagues and other stakeholders • Evidence of sound financial management skills and commercial awareness • An effective approach to managing people, demonstrating an appropriate balance between empowerment, support and assertiveness. • Strong corporate ethos and effective team member, able to achieve an appropriate balance between finance interests and organisation-wide interests. • Interest in women’s healthcare and sexual and reproductive healthcare in particular • Experience of working in a membership body or NFP with a committee structure 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Desirable • Desirable
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Skills & Competencies

- **Strategic thinking:** the ability to able to generate and develop unique business insights and opportunities.
- **Leadership:** promotes the Faculty’s mission and goals and shows the way to achieve them. Takes responsibility for the directions and actions of a team. Promotes a professional image including appearance, quality of work, manner, developing standards of presentation for written work and reports.
- **Attention to detail:** accomplishes tasks with thoroughness, accuracy and reliability.
- **Team working:** builds and develops appropriate relationships with colleagues, member and suppliers at all level of seniority. Committed team player, with the ability to motivate others. Able to work with and contribute to the whole team by ensuring that help is offered to others when another member of the Faculty is overburdened. Exhibits a practical and resourceful approach.
- **Adaptability/Flexibility:** maintains effectiveness in a changing environment. Able to be flexible in approach to work without losing sight of key objectives. Able to move from operational tasks to strategic ones easily. Able to apply skills and experience to different settings.
- **Communication:** expresses ideas effectively and conveys information appropriately and accurately both verbally and in writing. An open and participative style.
- **Resilience:** maintains performance under pressure and/or opposition.
- **Analysis/Reasoning:** examines data in order to grasp issues, draw conclusions and solve problems including exam data.

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- **Confidentiality and Discretion:** deals with projects and correspondence that are of a highly confidential nature in a professional and discreet manner.
- **Project management:** ensures that projects are managed in accordance with deadlines and within budget.
- **Staff management:** manages staff in ways that improve their ability and motivation to succeed on the job.

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