



Recruitment Information Pack

**Director of Finance
and Corporate Affairs**





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Introduction

Dear Applicant

Thank you for your interest in the role of

Director of Finance and Corporate Affairs

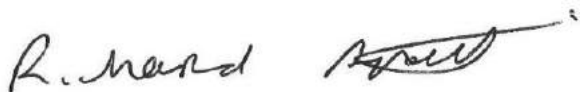
at Cancer Focus Northern Ireland. This Information Pack includes information about Cancer Focus NI, sets out the process for recruitment and outlines the qualifications, skills and experience we are seeking.

Cancer Focus NI is a local voluntary organisation that aims to eliminate cancer, where possible, and reduce its impact on our society. We were Northern Ireland's first cancer charity and in 2019 we celebrated our 50th Anniversary. Since our founding we have had four main pillars of endeavour: **cancer prevention, services to people affected by cancer, funding local cancer research and campaigning and advocacy work.** While we have stayed true to our founding principles, how we have delivered on our mission has grown and developed over the years.

We invite you to read through this Information Pack and understand more about the role and the person we are looking for. If you wish to apply for this role, please ensure you submit an up-to-date, accurate copy of your CV before the application deadline.

The change and impact we make is defined about how we work and what we value. If you feel you have the relevant skills, qualifications, experience and shared values base for this role, we would very much welcome your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Richard Spratt', with a stylized flourish at the end.

Richard Spratt
Chief Executive

Cancer Focus NI

Our Story to Date

Cancer Focus NI was established in 1969 initially to fund cancer research in Northern Ireland. The founding members very quickly realised that while local cancer research was needed, there was a similar pressing need to inform the public about the causes of cancer and how they could reduce their risk.

There were also people living with the disease for whom there were few options for support and advice. It was likewise recognised that to deliver real change we need effective public health policies and provision.

The four pillars of endeavour were thus formed and still shape our work today. The charity was originally called the Ulster Cancer Foundation. We changed our name in 2012.

Our Vision

A future where cancer is a manageable disease.

Our Mission

Cancer Focus NI is a local charity that aims to eliminate cancer, where possible, and reduce its impact on our society.

Its four main pillars of work are care services, research, prevention, public campaigns and advocacy.



Cancer Focus NI

What We Do

Care Services

Our Aim

To provide a range of care services and information to meet the needs of all those affected by cancer

Cancer Research

Our Aim

To promote and support internationally competitive, high quality local research into the causes, treatment and prevention of cancer

Cancer Prevention

Our Aim

To reduce the risk of our citizens developing cancer and promote its early diagnosis

Campaigning and Advocacy

Our Aim

To raise public and professional awareness of cancer issues and influence policy makers to improve cancer services and public health policy.

Cancer Focus NI provides services to people directly affected by cancer and health promotion services to the general public.

Services include counselling for patients and family members, family support to children and young people whose parent or other significant adult has cancer, a Freephone nurse led helpline, creative therapies, a patient driving service and bra-fitting for women who have undergone mastectomy.

Prevention services include smoking cessation, Keeping Well, a mobile project offering one to one health checks, information and signposting in communities and workplaces and the schools project with health promotion interventions linked to the national curriculum from nursery school to post-primary.

Our Values

Caring, welcoming

We welcome everyone affected by cancer and anyone at risk of cancer demonstrating an inclusive, caring and empathetic approach to our beneficiaries. We strive to place the user of our services at the heart of all that we do.

Recovery

We offer hope, empowerment, self-responsibility and a meaningful role in life for people affected by cancer. We support, empower and enable individuals and communities to deal with the impact of a cancer diagnosis and to make informed decisions to reduce their cancer risk.

Ethical

We are honest, transparent, professional and accountable in all our activities

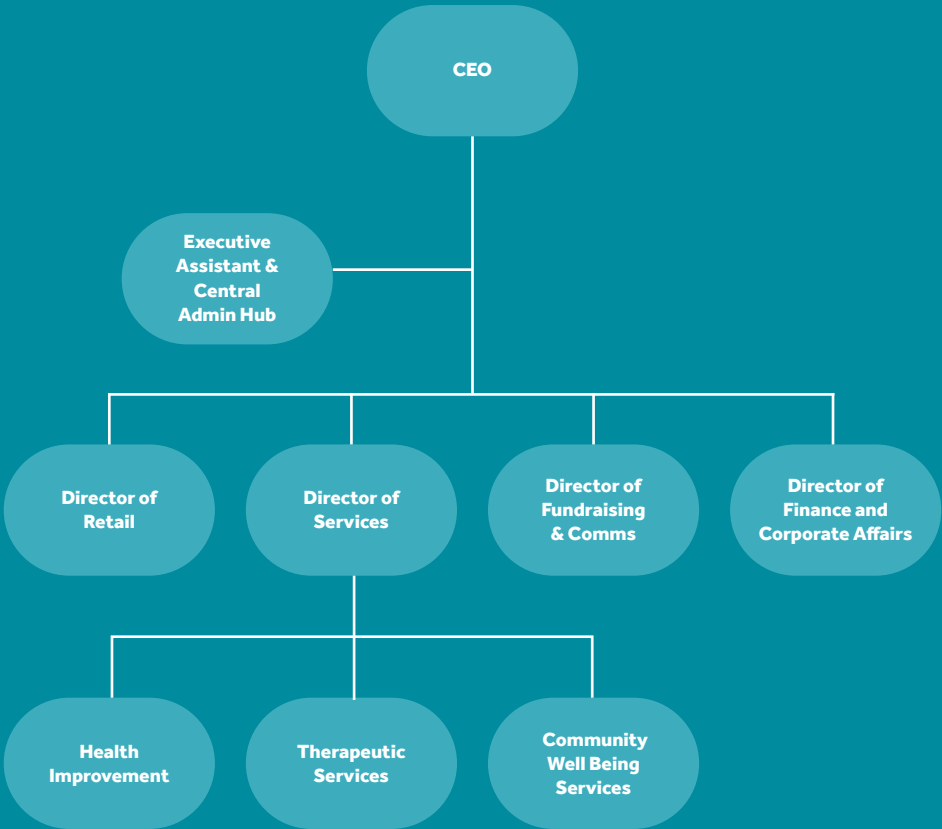
Focused on Excellence

We strive towards continuous improvement, showing leadership, positivity, creativity and innovation.

Committed to Partnership

We are committed to working with other agencies, locally, nationally and internationally to eliminate cancer, valuing teamwork both internally and externally.

Organisational Structure



Job Description

Director of Finance and Corporate Affairs

Responsible to: Chief Executive

Responsible for: All staff in the Finance, IT & HR Functions

Location: Eglantine Avenue, Belfast, BT9 6DX

Remuneration: Package c. £60k + other benefits
(starting salary based on relevant experience)

Overall Purpose of Post

Provide strategic leadership for the financial and corporate affairs of all Cancer Focus Northern Ireland activities, ensuring the highest levels of professional practice and performance. This portfolio includes the management of the finance, IT and HR functions, along with facilities and general management duties.

As a member of the Senior Management Team, to contribute to the overall strategic management and direction of Cancer Focus Northern Ireland.

Key Responsibilities

Strategic Leadership

- Deliver visionary leadership and strategic direction for all CFNI financial operations and corporate affairs.
- Maintain a high performance and learning culture and strong sense of team ethic.

- To develop the way that corporate functions are delivered, ensuring integration where necessary, in order to drive organisational and cultural change in line with the CFNI's strategic plans.
- Ensure organisational values are lived out in the workplace within the services department, including fostering a culture of excellence, accountability and innovation.
- Influence and support the Board, CEO and SMT in the strategic direction of the organisation.

Financial Management:

- Provide leadership to the Finance Department. This includes delegating where appropriate, carrying out regular reviews, ensuring the provision of training as necessary, seeking to continuously improve our systems and services in line with legislative requirements and best practice.
- Develop the annual organisational budget to ensure future sustainability in conjunction with the CEO.
- Support colleagues to manage devolved budgets and to ensure that reports are generated for budget managers and departments as required.
- To prepare and present financial reports to the SMT, Finance & Policy sub-committee and the Board of Trustees in a timely and accurate manner to enable evidence-based decision making.
- To help develop and cost business structures and systems in line with both the finance and organisational strategies.
- To ensure that the organizational finance policy and procedures are updated regularly and implemented effectively.
- To liaise with external auditors in the production of statutory accounts and ensure that all regulatory annual returns are completed as required.
- To liaise with external management company in management of charity's investments in line with policy.

Human Resources

- Manage and develop HR operational processes and ensure the charity's needs are met, providing support to the CEO and SMT on all HR-related matters.
- Manage the HR manager and ensure an appropriate HR policy and procedural framework is in place, including compliance with employment legislation.
- Ensure that advice on employment related issues is available to all levels of management when required and act as the main point of contact with external HR advisors.
- Oversee all aspects of pensions and payroll processes, including pay increases, regulatory compliance.
- To ensure compliance with organisational policies and procedures and professional guidelines and standards for all employment related matters, supervision and practice.

IT Management

- Ensure effective strategies and plans are in place for the development and delivery of IT and management information systems and support, to meet the charity's needs.
- Oversee all IT provision and requirements across the charity, ensuring that key data is protected and accessible.
- Manage the IT Officer and outsourced IT provider to ensure that all CFNI staff are appropriately and effectively supported at all times.

Estate & Facilities Management

- Devise and deliver effective estates and facilities development and maintenance strategies.
- Direct the management and maintenance of all estates and facilities to maximise their usage and return on investment, and to protect the charity's property investment

Governance / Reporting

- Maintaining a sound, overarching corporate governance and risk management strategy for the organisation to ensure the highest level of accountability in the organisation's decision-making processes.
- Working with providers of organisation's professional services (e.g. legal, audit, employment, IT, insurance etc).
- Ensure appropriate and cost-effective insurance cover is in place for the charity and manage all insurance matters.
- To support the CEO and SMT in long-term business planning and collaborate with the CEO to update the risk register to identify potential problem areas and propose solutions.
- To provide support to other departments on the collation of key data and metrics to analyse trends, make recommendations and ensure effective programme / service delivery and impact assessment.
- Ensuring compliance of data collection and retention for services in line with General Data Protection Regulations and Guidance.
- To develop, manage and ensure compliance with all organisational policies and procedures.

Line Management / Team Working

- Responsibility for the day-to-day management, leadership and motivation of direct reports as well as volunteers.
- To ensure the professional development, training, mentoring and performance management of direct reports.
- Contribute to the organisation's overall strategic and operational planning and participate in any cross departmental project or working groups as required.
- Contributing as a member of the Senior Management Team to wider business improvement, organisational development and overall management of Cancer Focus NI.
- Contributing and reporting to the Trustee Board and attending Trustee Board meetings as required.

Other:

- Other duties as may reasonably be allocated by the CEO or Board from time to time.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Chief Executive which are commensurate with the level of the post. The accountabilities outlined in the job description will be supplemented by annual key objectives which will be developed and reviewed with the postholder as part of the annual appraisal process.

Person Specification

Director of Finance and Corporate Affairs

This Person Specification sets out the experience, qualifications, skills and qualities which we believe are necessary for this role. Your Application Form should show evidence of how you meet all of the criteria.

Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post



	Essential	Desirable
Experience and Qualifications	<p>Degree level qualification or suitable relevant professional experience.</p> <p>ACA, ACCA or CIMA qualified professional (or equivalent).</p>	<p>Postgraduate level qualification</p> <p>Evidence of continuing professional development with a focus on management and leadership</p>
Experience	<p>A proven track record in senior management, reporting directly to a Board or at Senior Director level</p> <p>Significant financial management experience. Experience of managing budgets and resources.</p> <p>Strong strategic planning, prioritisation and execution skills with the proven ability to manage competing demands and monitor progress and impact through the development of operational plans.</p> <p>Significant experience of human resource and personnel management.</p>	
Knowledge	<p>A comprehensive understanding of company law, a knowledge of charity law including the general compliance and regulatory environment in which CFNI operates.</p> <p>An understanding of the policy context in which CFNI operates and the political, economic and social drivers and trends that affect it.</p> <p>An understanding of personnel and employment law.</p> <p>An understanding of the impact of cancer on individuals, their families, friends and colleagues.</p>	<p>A detailed understanding of charity SORP accounting guidelines.</p> <p>A demonstrable knowledge of the health and social care environment in Northern Ireland.</p>

	Essential	Desirable
Skills	<p>Excellent interpersonal skills.</p> <p>Strong decision-making skills, including a willingness to confront and make tough management decisions when necessary.</p> <p>Excellent written communication and strategic planning skills.</p> <p>Proven ability to manage resources to deliver business objectives</p> <p>Evidence of the ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.</p> <p>Excellent financial management and analytical skills.</p> <p>Excellent IT proficiency and understanding of MS Office 365.</p>	<p>Experience of leading change management initiatives.</p>
Personal Qualities	<p>Readiness to work flexibly and efficiently whilst maintaining highest professional standards.</p> <p>A resilient and positive attitude.</p> <p>The ability to inspire others to achieve in a way which commands respect and provides an environment where others feel motivated.</p> <p>An open, participative and collaborative style with excellent leadership / communication skills and commercial acumen.</p>	

Terms and Conditions of Employment

- All offers of employment are subject to receipt of 2 satisfactory references from referees who can comment on your work ability. One referee should be your current or most recent employer, and one from a previous employer.
- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit).
- The activities of this role meet the AccessNI definition of regulated activity relating to working with adults and children. Cancer Focus NI will obtain an AccessNI Enhanced Adult Barred List check, and/or Enhanced Children's Barred List check for the successful candidate.
- Up to 12 months probationary period.
- Evidence of relevant academic and professional qualifications must be provided.
- Evidence of appropriate vehicle documentation i.e. driving licence and insurance cover must be provided where the role necessitates travel on company business in own vehicle
- Potential employees may be asked to attend a pre-employment medical.

Additional Information

Benefits

- Flexible working policy (home-working, reduced hrs, hybrid-working)
- 25 days annual leave and 12 annual statutory days (pro-rata for those working less than 35 hrs per week)
- Two additional days of annual leave after five years service and a further three days after ten years' service
- Enhanced Maternity/Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time off in lieu (TOIL) for additional hours worked
- Life Assurance cover

Applicants will hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications in accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Additional Information

Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of applications is

Friday 17th June 2022 at 5pm

First Interviews are preliminarily scheduled for Wednesday 22nd June 2022 with final interviews preliminarily scheduled for Wednesday 29th June 2022.

Please ensure your CV and any requested supporting documentation is submitted before this date/time to: hadmin@cancerfocusni.org or, mailed to:

**Human Resources, Cancer Focus NI,
40/44 Eglantine Avenue, Belfast, BT9 6DX**

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for our role

- Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Yvonne Irvine (yvonneirvine@cancerfocusni.org) or Richard Spratt (richardspratt@cancerfocusni.org) or phone 028 9066 3281



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