



# APPOINTMENT OF HEAD OF FINANCE OPERATIONS & CONTROL

DECEMBER 2021



Saxton Bampfylde



# AN INTRODUCTION TO THE FRANCIS CRICK INSTITUTE



The Francis Crick Institute is a partnership between Cancer Research UK, the Medical Research Council, Wellcome, UCL (University College London), Imperial College and King's College London. It is a registered charity with a purpose to conduct biomedical research into all aspects of human health and disease.

The Institute is a world-leading centre of biomedical research and innovation. It promotes connections between researchers and disciplines and between academic institutions, healthcare organisations and businesses. Dedicated to research excellence, the institute has the scale, vision and expertise to tackle the most challenging scientific questions underpinning health and disease. It is a world-class institute with a strong national role, training scientists and developing ideas for public good.

The Crick is located in a new, purpose built research centre in St. Pancras and has c. 1,500 staff.

Strategic priorities of the Crick:

- Pursue discovery without boundaries.
- Create future science leaders.
- Collaborate creatively to advance UK science and innovation.
- Accelerate translation for health and wealth.
- Engage and inspire the public.

For a further introduction, visit our [website](#) or see our latest [annual report](#).

## OUR FOUNDING PARTNERS



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# THE OPPORTUNITY



*"The Crick's mission is discovery without boundaries. We don't limit the direction our research takes. We want to understand more about how living things work to help improve treatment, diagnosis and prevention of human disease, and generate economic opportunities for the UK".*

This role is a key pillar of, and pivotal to the success of, the Crick's operations. This makes for a unique opportunity for the appointee to play a vital role in the success of a national institution.

The Head of Finance Operations and Control (FO&C) is a senior position and key role in the Crick's finance team, reporting to the Chief Financial Officer. This individual will work in close partnership with the Head of Financial Planning & Analysis (FP&A), who will act as a peer to this role. The Head of FO&C will be responsible for line management of c.12 staff, and be tasked with effectively leading and developing team members and instilling a customer-oriented approach.

S/he will have the chance to interact with senior leaders of the Crick, engaging directly with world-leading scientists who are experts in their respective fields and providing them with a highly responsive and effective environment to support their ground-breaking work.

The Head of Finance Operations and Control will be responsible for the provision of all accounting, statutory reporting, treasury tax, financial controls, finance processes, finance policies, financial system, risk management, insurance, payables, commercial support and liaison with external auditors, internal auditors and banks.

S/he will also be responsible for preparatory work in advance of meetings of the board and board committees, most notably the Audit and Risk Committee.

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# KEY AREAS OF RESPONSIBILITY

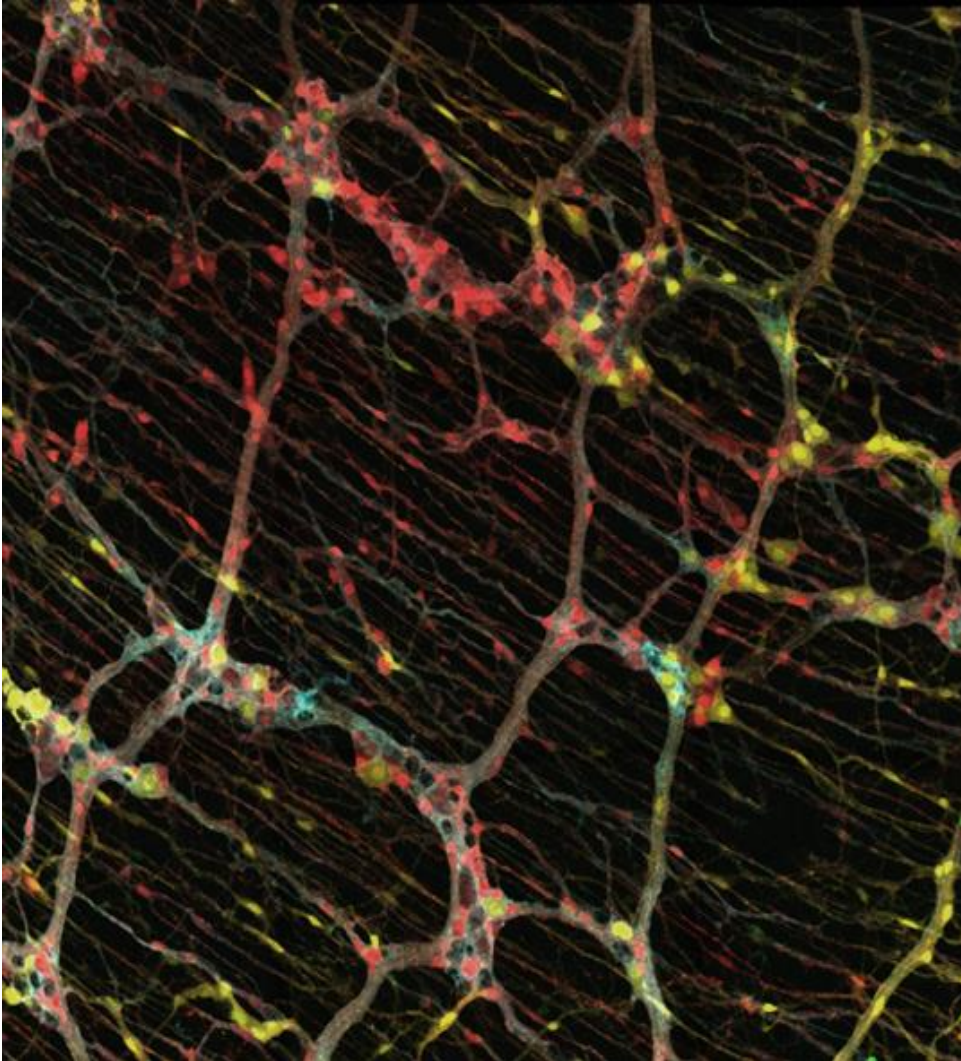


- Ownership of external financial reporting, reporting regularly to senior committees such as Executive Committee, Finance Committee and Audit and Risk Committee.
- Implementing and overseeing Finance processes.
- Team development.
- Continuous improvement of the ERP system (Workday).
- Effective accounting and statutory reporting in accordance with Charities SORP.
- Effective liaison with external auditors, coordination of internal audits with outside provider.
- Updating financial policies and financial processes.
- Strong internal controls.
- Board and shareholder requirements in respect of funding notices.
- Cash forecasting, cash management and management of foreign exchange in line with Treasury policy.
- Management of investments.
- Tax and VAT approach.
- Risk and insurance portfolio management.
- Commercial contract reviews.
- Developing a customer service mentality within Finance.





# PERSON SPECIFICATION

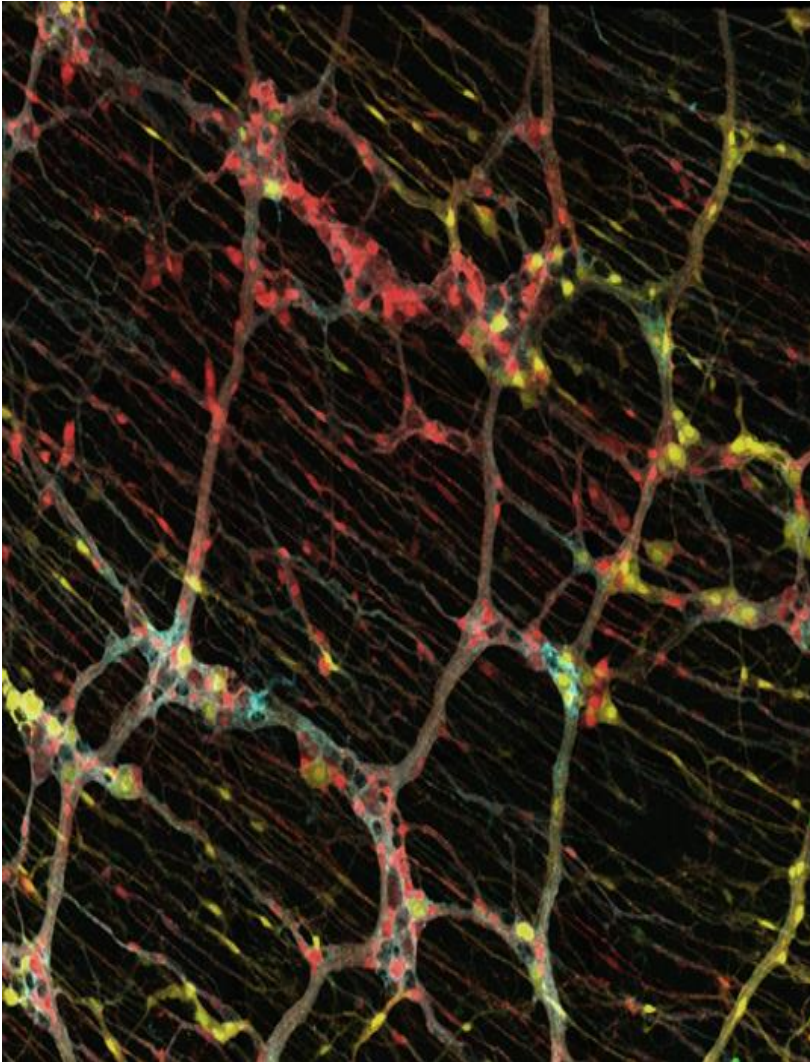


The postholder should embody and demonstrate our core Crick values: Bold, Imaginative, Open, Dynamic and Collegial, and have a genuine interest in the Crick's mission, in addition to the following:

## **Essential experience:**

- A qualified accountant with significant breadth of experience as a finance leader or senior financial controller in a complex organization.
- Exceptional technical financial accounting and tax skills with an aptitude for applying technical requirements and standards to practical business situations.
- Strong management capabilities, ideally with a strong track record in successfully leading and developing a team.
- A proactive individual with a clear focus on achievement, task completion and process improvement.
- A clear thinker and problem solver, with the intellectual agility to consider issues from different perspectives and to plan and execute solutions effectively.
- Someone who can demonstrate a focus on value for money, efficiency and effectiveness.
- A proven team player, able to work flexibly with others and demonstrate an effective contribution across a broad range of activities.
- Excellent communications and interpersonal skills, able to empathise and engage with, as well as influence, people at all levels internally (including 100+ senior Group Leaders in their respective fields), with partners and externally.
- Outstanding customer service skills and experience, particularly in relation to internal customers.

# PERSON SPECIFICATION



## Essential competencies:

- **Leading and Supervising:** Provides others with a clear direction; sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; provides staff with development opportunities and coaching; Recruits staff of a high calibre.
- **Formulating Strategy and Concept:** Works strategically to realise organisational goals; Sets and develops strategies; identifies and develops positive and compelling visions of the organisation's future potential; Devises effective change initiatives.
- **Analysing:** Analyses numerical data, verbal data and all other sources of information; Breaks information into component parts, patterns and relationships; Probes for further information or greater understanding of a problem; Makes rational judgements from the available information and analysis; Produces workable solutions to a range of problems; demonstrates an understanding of how one issue may be a part of a much larger system.
- **Planning and organising:** Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Delivering Results:** Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals.
- **Deciding and Initiating Action:** Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.

**Please note:** all offers of employment are subject to successful security screening and continuous eligibility to work in the United Kingdom.



# TERMS OF APPOINTMENT

This is a full-time, permanent position on Crick Terms & Conditions of Employment. An attractive package will be negotiated with the successful candidate. Candidates will be expected to work from the Institute for the majority of each working week.



Appointment will be subject to referencing.

## HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Francis Crick Institute on this appointment.

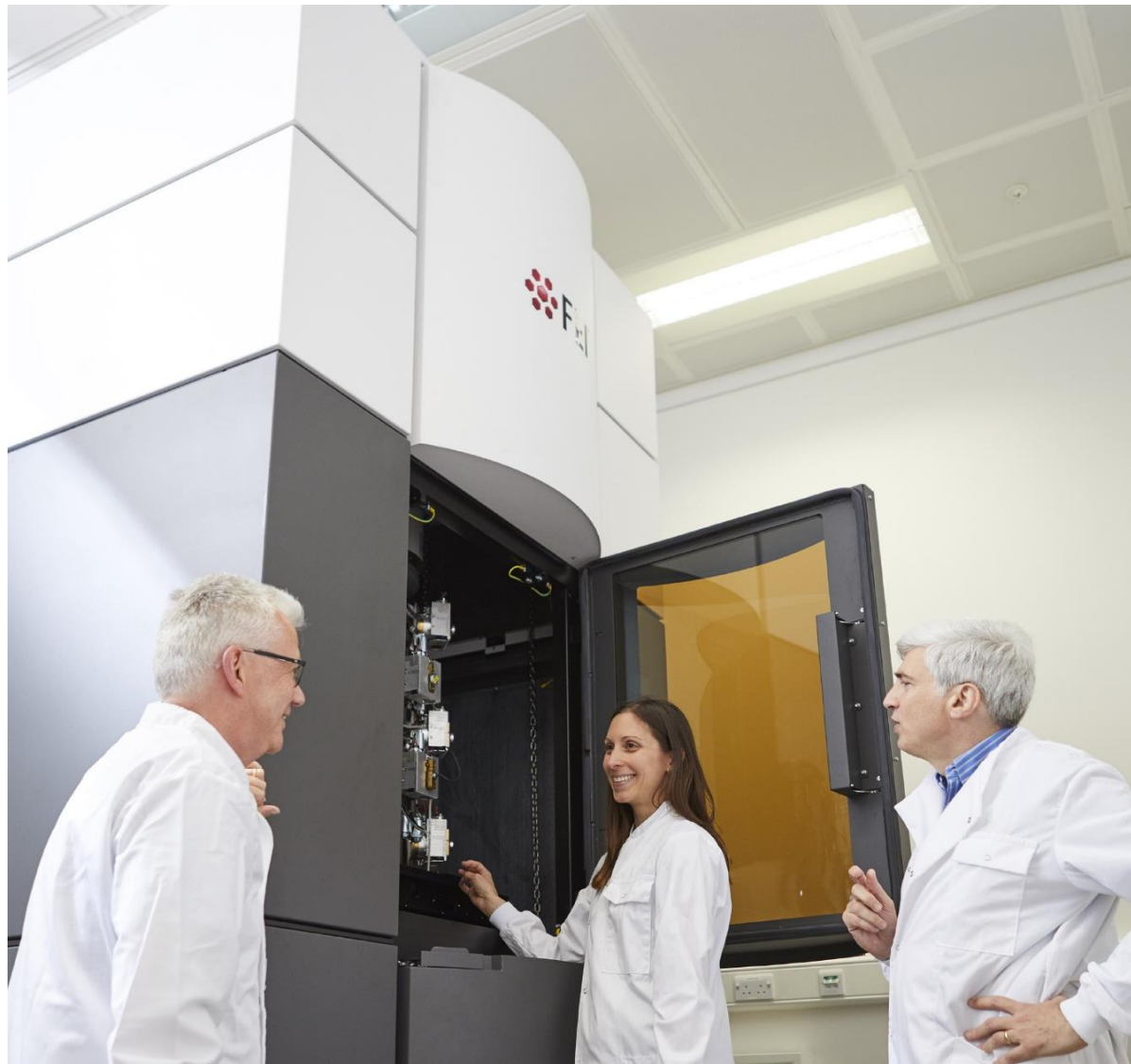
Candidates should apply for this role through our website at <https://www.saxbam.com/candidate-opportunities/> using code FADALC.

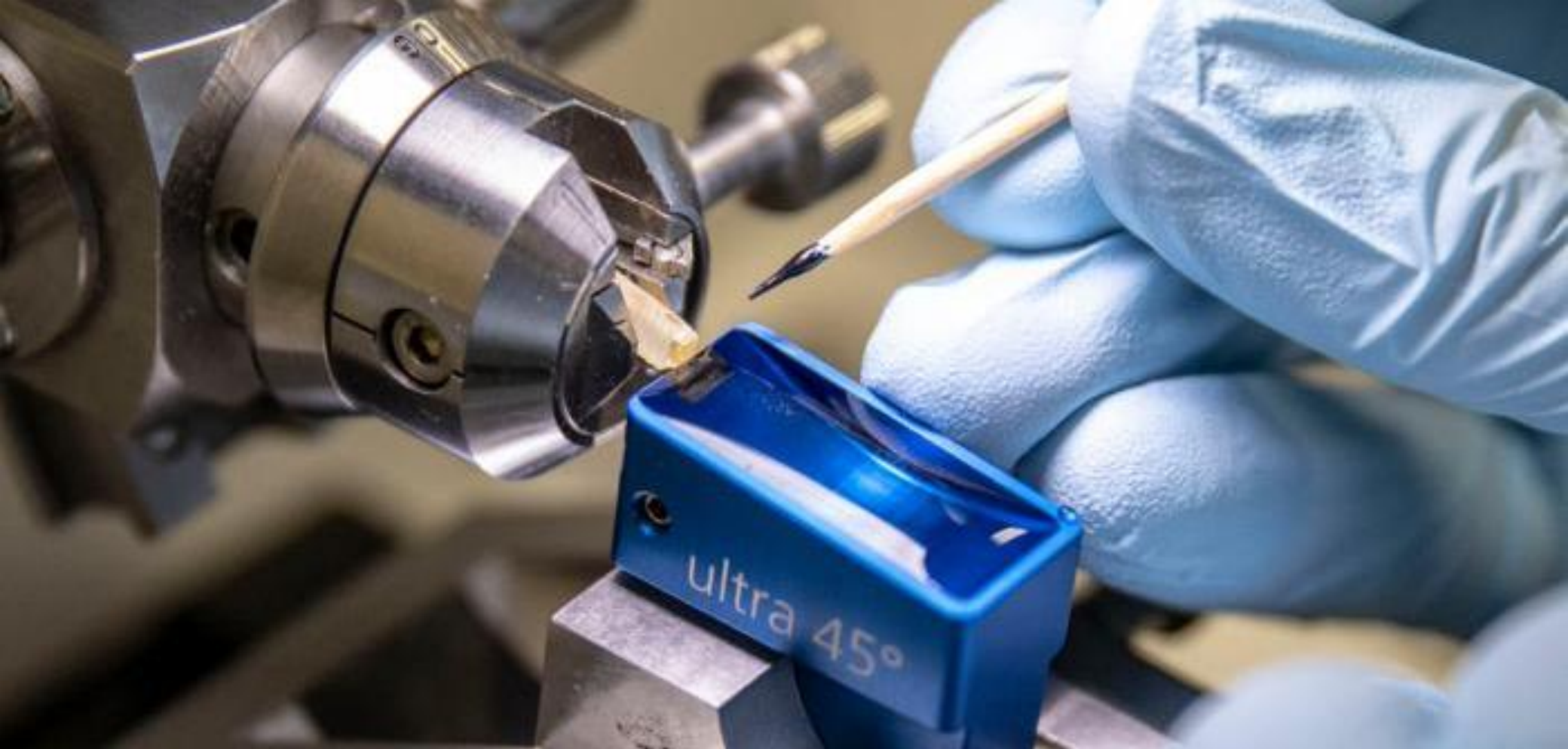
Click on the 'apply' button and follow the instructions to upload a CV and cover letter. Letters should be addressed to Stéphane Maikovsky, Chief Financial Officer.

The closing date for applications is noon on Monday 10th January 2021.

If you are unable to apply through the website, please call Saxton Bampfylde on 0207 227 0880 quoting reference FADALC.

*The Francis Crick Institute is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*





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