



## Recruitment Pack

## Director of Finance & Corporate Resources

**VERSUS  
ARTHRITIS**

Saxton Bampfylde

# A Welcome from the Chief Executive, Deborah Alsina

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Dear Candidate,

Thank you for considering this exciting opportunity to join us as our next Director of Finance and Corporate Resources at such a pivotal stage in our charity's journey.

Currently over 10 million people are living with arthritis in the UK. Too many of them experience the pain, fatigue and isolation it can cause on a daily basis. We, at Versus Arthritis are committed to changing that and to working towards a future free from arthritis.

The charity was created in 2018, following the merger of Arthritis Research UK and Arthritis Care and from the beginning, our driving ambition was to better understand arthritis and its consequence so we could deliver the change people with arthritis need to live the lives they choose. We're proud of everything we've achieved so far, but there is so much more to do. We have recently published our [new strategy](#) which clarifies our vision, mission, focus and priorities over the next five years.

Our new Director of Finance and Corporate Resources will, as a key member of our leadership team, perform an essential role in leading our work to improve the financial resilience of the charity and ensure the charity has firm foundations for the future. Areas of priority will include strengthening our data and digital systems and leading our work to mature our impact and performance measurement. You will provide meaningful and strategic oversight of our considerable assets including our reserves and evolve and deliver our ten-year financial strategy. You will be a visionary and engaging leader with strong roots in finance and corporate resources. Commercially astute, collegiate and driven to succeed, you will work closely with me and the wider leadership team to lead the charity toward sustainable success with innovation and creativity.

We are looking for a strategic leader with exceptional interpersonal skills and a transparent, accountable and compassionate style. You will have experience of inspiring integrated, multidisciplinary teams to succeed. Importantly, we are looking for someone with a strong commitment to our work, our values and our Diversity, Equity and Inclusion (DEI) principles.

If we are to create a future free from arthritis, we must be ambitious and brave and find ways to scale up our impact and reach. We are looking for someone who shares our ambition and who has the skills, experience and values to help us achieve our important goals. If that's you – I'd love to hear from you.



**Deborah Alsina MBE**  
Chief Executive



# About Us

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## About arthritis and associated conditions

Between 10 and 11 million people in the UK live with arthritis and over 20 million live with arthritis or another musculoskeletal (MSK) condition combined. Musculoskeletal conditions are the leading cause of disability in adults and the second most common cause of time off work. The most common form of arthritis, osteoarthritis, alone affects 10 million people with a thousand people diagnosed each day and many more left undiagnosed.

As well as pain, people living with arthritis also commonly experience high levels of fatigue, stiffness and loss of mobility and dexterity. Together, these symptoms can affect every aspect of life, from being able to move free from pain and live independently, to caring for a family and the ability to stay in work.

## Our vision and mission

Our new charity vision is of a future free from arthritis. Our new mission is that we won't rest until everyone with arthritis has access to the treatments and support they need to live the life they choose, with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis.

Our new strategy outlines our three long-term strategic goals which are as follows:

- Arthritis is prevented or diagnosed promptly and effectively.
- Everyone has equitable access to personalised treatment and care and the range of targeted treatments and cures available has expanded.
- People live well with arthritis and there is a strong community of support.

We also have two shorter term organisational goals which are that:

- We will transform awareness of arthritis, build the charity's profile and a strong, active, loyal community of support.
- We will ensure that Versus Arthritis is a sustainable, effective and efficient charity and a great place to work and volunteer.

From funding ground-breaking [research](#) to challenging and [influencing Government](#) to get the big decisions right, to working with [people with arthritis and our supporters](#), we are making real headway. Finally, arthritis and musculoskeletal conditions are being recognised as a priority across the UK which is good news for people living with those conditions as positive change might finally start to happen, but we still have a long way to go.

The amazing support of our volunteers is central to our work now and in the future and we are grateful for the time and support they give us to deliver more for people with arthritis. Watch [Sally's story](#) and see how our volunteers help people with arthritis to live better lives.

We offer a range of services to ensure people with arthritis can access the information and support they need when, where and how they need it. These include:

- Our freephone arthritis [helpline](#).
- A range of information booklets, briefings and [online information](#).
- Our [online community](#) where people can find friendly support and advice 24/7.
- Our network of [branches and groups](#) around the country.
- Our [arthritis virtual assistant](#) who can answer questions at any time of the day.

## Creating change

There are too many people with arthritis who are living in pain without access to an effective diagnosis or good enough care or treatment. Our ground-breaking research programme is focused on accelerating the pace and precision of musculoskeletal research.

By that we mean:

- A better understanding of arthritis – its causes and why certain people are more affected.
- More ground-breaking discoveries, breakthroughs in the lab, clinic and community, turning into better treatments and interventions quicker so people feel the benefits in their day-to-day life sooner.
- The experiences of people with arthritis informing research, so it's focused on the areas where it can have the biggest impact.

We produce a range of information and other resources including clinical decision aid tools for [healthcare professionals](#) to support them in the delivery of their clinical practice. We want to ensure that wherever people with arthritis live in the UK they are able to access the best treatment and care.

We also have a busy and vibrant [policy and influencing](#) team and engaged [campaigns network](#) who are working to drive forward systemic change in our healthcare systems by building upon what we hear directly from people with arthritis through our services and to ensure that our research moves from bench to bedside.

For more information about our work, see <https://www.versusarthritis.org/>.

## Our structure

Versus Arthritis is a charitable company. The governing document of the charity is its Articles of Association that were last amended on 15 June 2022. Versus Arthritis is a company limited by guarantee. The change of our name from Arthritis Research UK to Versus Arthritis was certified at Companies House 24 September 2018. Versus Arthritis is registered with the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator. Versus Arthritis is governed by the Board of Trustees who, for the purposes of the Companies Act 2006, are the directors of the charity.

Versus Arthritis has a trading subsidiary, Versus Arthritis Trading Ltd. All profits of the subsidiary are donated to Versus Arthritis.

## Our financial position

We are currently progressing a long-term strategic financial plan to bring down our operating deficit over time to a sustainable position, while utilising our reserves to invest in strategic initiatives to improve processes and the efficiency of the organisation and the lives of people with arthritis.

Over our history, we have built up significant reserves owing largely to royalties in respect of antitumour necrosis factor (Anti-TNF) treatments developed jointly with The Kennedy Trust for Rheumatology Research. This income has now stopped due to the expiry of the patent, which means we need to carefully bring the charity out of an underlying deficit position over the next few years. We are working hard to increase and diversify our income generation as well as fundamentally rethinking our cost base, so we are less reliant on spending our reserves year on year.

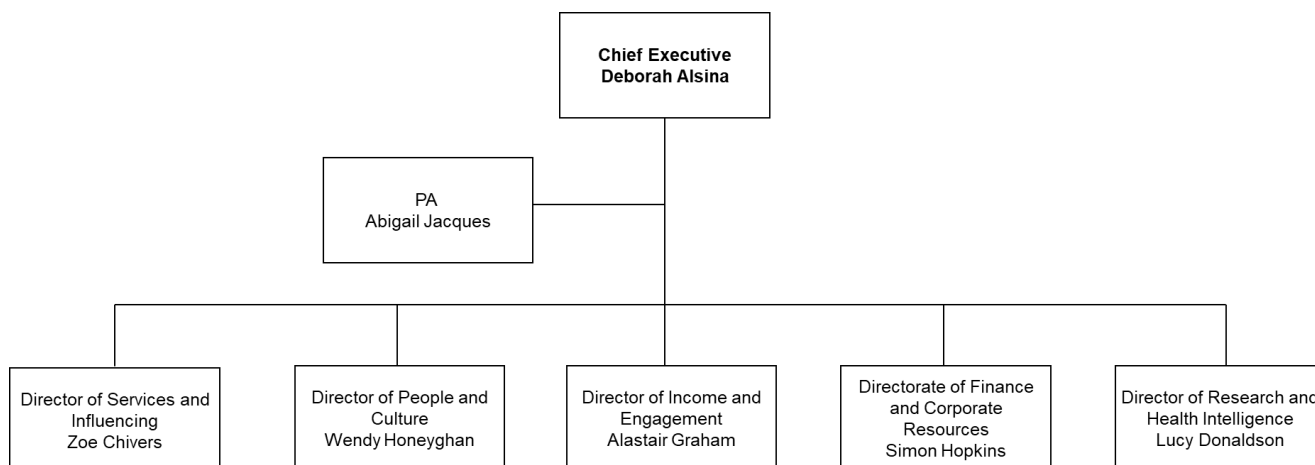
As at 31 March 2023, the Charity held £153.6m in reserves, of which £3m is restricted. We are fortunate to be able to weather uncertainties through such substantial reserves. The deficit will be eliminated in a controlled manner as we work towards a balance between our income and expenditure and the work to define how this will happen is already well under way.

Our most recent published annual report and accounts are available [here](#).

# Organisational Leadership Team

## The Organisation

The charity is structured through five directorates and led by an Organisational Leadership Team of which the Director of Finance and Corporate Resources will be a key member. We have around 310 staff working across the charity with around 70 in the Finance and Corporate Resources directorate.

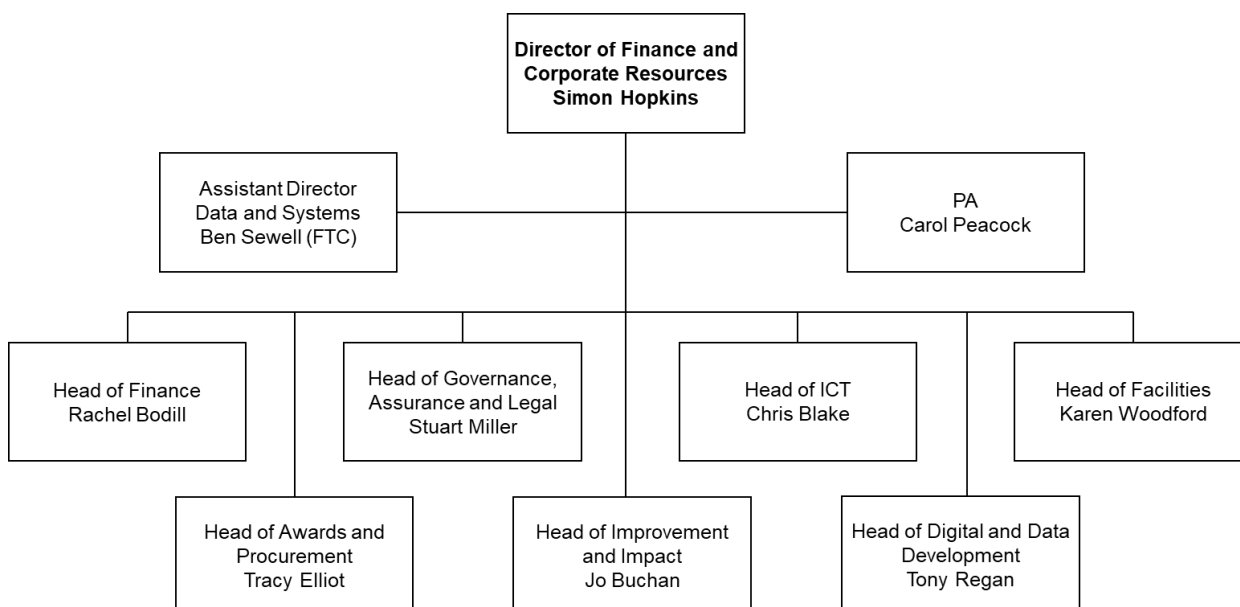


## The Finance and Corporate Resources Management Structure

### The Finance and Corporate Resources Directorate

The 70+ strong Finance and Corporate Resources directorate is made up of seven teams:

- Finance
- Governance, assurance and Legal
- ICT
- Facilities
- Awards and procurement
- Improvement and impact
- Digital and data



# Role Description

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The role reports to the Chief Executive.

## Direct reports

Head of Finance; Head of Awards and Procurement; Head of Governance, Assurance and Legal; Head of Improvement and Impact; Head of Facilities; PA, Assistant Director of Data and Systems

## Key relationships

Chief Executive; Organisational Leadership Team (OLT); Trustees; internal and external auditors.

## About this role

We have big ambitions and key to our success will be evolving and delivering our long term financial and corporate resources plan so that we can increase our impact and reach in the future.

This is a strategically important position within the charity. We are looking for someone with significant experience to provide inspiring leadership to the team.

As a member of the Organisational Leadership Team (OLT), you will also be collectively responsible for inspiring, motivating and leading all our people to deliver our new strategic plan. All members of the OLT are expected to:

- Be leaders for Versus Arthritis first and their areas of expertise and responsibility second.
- Provide clear, confident articulation of our organisational purpose and direction of travel.
- Role model and actively embed our new values and commitments across all activities.
- Work collectively to consider options, develop solutions and agree actions.
- Actively champion our brand values with energy and dynamism.
- Be visible when and where needed, both internally and externally.
- Inspire, motivate, support, challenge and develop our people.
- Seek out, support and act on the input and recommendations of expert leads.
- Promote employee wellbeing

## Job purpose

To provide inspirational leadership and strategic direction to the Finance and Corporate Resources directorate and for staff across the charity.

You will ensure we have a clear financial strategy that makes best use of our resources and is sustainable in the long term. You will lead expert teams to deliver excellence in policy, process and systems across all our enabling functions to ensure that we are a well-managed organisation with strong foundations. This includes ensuring our governance is in line with charity commission and other relevant guidance.

## Main responsibilities

- Acting as the charity's Chief Financial Officer, supporting the finance team to ensure the charity has sound financial plans, robust controls, a culture of value for money/financial responsibility, and a skilled team who partner the business
- Ensuring accurate and insightful impact and performance reporting and building a performance culture across the charity
- Leading our organisational planning process, working closely with the CEO
- Providing oversight of financial infrastructure and data, including oversight of budget frameworks
- Ensuring that the charity has a clear understanding of risk and control, including management of internal and external auditing programmes, and exemplary safeguarding practice
- Managing an efficient governance function working closely with the CEO and ensuring committee and trustee support and legal advice is timely and effective
- Ensuring full compliance with Charity Commission guidance, legislation and relevant standards for best practice across the scope of the role
- Ensuring a comprehensive assurance framework is in place including ensuring that we have a full suite of relevant up to date best practice policies and procedures
- Providing oversight of the transformation of our data and digital systems and ongoing effective delivery of ICT
- Providing leadership to our facilities and estates team to ensure we make best use of our office resources in our hybrid working environment
- Ensuring we continue to deliver an effective research and procurement function
- Supporting the Director of Income and Engagement to build and deliver the charity's income generation strategy including supporting the development of new income streams and the cultivation of new potential partners
- Providing expert advice and insight on finance and corporate resources to the CEO, OLT and Board of Trustees.
- Representing the charity at external events, meetings and conferences
- Delivering inspirational leadership to the directorate and as a member of OLT across the charity. Ensuring staff are clear about the charity's strategic priorities and directorate plans, have clear objectives and are developed to their full potential.
- Developing and managing the directorate's income and expenditure budgets and providing regular and timely updates to the CEO, Trustees and finance team.
- Building a strong positive values-based culture within the directorate that intentionally ensures psychological safety and a sense of belonging and enables all staff to reach their full potential.

## Key objectives – how success will be demonstrated in line with agreed targets:

- Clear financial strategy being actively used to guide organisational development and a management reduction of deficit and return to a balanced budget
- Effective organisational narrative and budget planning delivered
- Positive impact and performance indicators developed across the charity and directorate performance indicators achieved
- Full compliance with Charity Commission guidance, legislation and relevant standards for best practice across scope of the role
- Positive internal and external audit assessments
- Comprehensive assurance framework in place
- Awards and procurement delivered efficiently and effectively
- Transformation of our data and digital systems and best use of our ICT resources achieved

# Person Specification

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As an experienced leader with exceptional interpersonal skills, you will work closely with the Chief Executive, OLT colleagues and Trustees to ensure that the operations of the charity are fully aligned, focused and effective, delivering on time and to budget.

You will be highly experienced with expert knowledge of finance and corporate resources.

You will be a consistently good storyteller, providing a clear and compelling strategic narrative so that our people understand and collectively embrace our ambitions, priorities, and ways of working.

You will understand what it takes to deliver charitable activities at scale, including via digital technologies, and provide confident leadership to support the organisation as it continues to evolve. You will have commercial acumen ensuring our sustainable future over the long-term.

All members of the OLT are expected to keep people with arthritis at the heart of decision making; to actively role model and champion our values and behaviours and flexible ways of working. You must demonstrate the skills required to effectively lead and manage teams who work flexibly across the organisation.

Below we set out the specific knowledge, skills, experience, and behaviours essential to be effective in the role.

## experience

- Strategic financial leadership spanning organisational planning, budgeting, risk, and reporting
- Experience of improving policies and processes in comparable organisations
- Experience of running high quality infrastructure services
- Experience of managing teams through change
- Evidence of acting as client/expert user in the design and delivery of new systems
- Success in delivering increased cost-effectiveness
- Evidence of building impact and performance metrics and delivering tangible improvements in infrastructure services

## Knowledge, skills and abilities

- Qualified accountant with ideally excellent knowledge of charity financial management
- Understanding of the requirements of legislation, Charity Commission and professional body guidance on being a well-managed charity
- A good working knowledge of how the different functions in the directorate operate, what their challenges are, and how they should be working:
- Knowledge of procurement, awards and contract management
- Understanding of risk and safeguarding
- Ability to work with ambiguity, lead through uncertainty, generate and support effective networks that are focused on the delivery of our strategic priorities
- Excellent written and verbal communication skills with demonstrable ability to effectively take account of and respond to information from a range of sources when developing plans and to communicate complex concepts and new ideas persuasively to stakeholders of all levels
- Strong organisational development skills, able to identify and act on opportunities to drive performance in business process and operations



## Leadership style and behaviours

- Values driven with a strong commitment to our cause and to championing and embedding equity, diversity and inclusion in all we do.
- An exceptional leader, a people person, a great networker and ambassador. Open to other ways of doing things and who proactively seeks out diverse views to inform thinking and decision making.
- Able to spot and act on opportunities to innovate and improve the effectiveness and impact of what we do and the way we work, as well as having the ability to work simultaneously on multiple priorities.
- A natural collaborator, able to lead work across the charity and build strategic partnerships of benefit to people with arthritis.



# Additional Details

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At Versus Arthritis, we want to be a great employer, focusing on flexibility, inclusion, collaboration and health and wellbeing. We live our values, putting people with arthritis at the heart of what we do. We believe our employment offer is compelling and competitive. It's been developed with our people to reflect what matters most to them, the value that we place on people and our beliefs as a charity.

## Base

Directors are expected to work from the London or Chesterfield office at least 40% of their time with flexible working from home at other times but on some weeks more time in the office may be required. Regular presence in all our UK wide offices will be required.

Our working environments and practices encourage and support you to have greater control of where, when and how you work. You will be supported to work flexibly, collaboratively and inclusively to meet your needs and the needs of the organisation. From standing-friendly meetings and smart use of technology to flexible working hours and locations, we want our people to have a healthy work/life balance.

## Salary

Circa £110,000 per annum, on a full-time permanent basis.

## Annual leave

34 days annual leave including public holidays, rising incrementally to 38 days annual leave after four years.

## Pension

When you start, you'll have access to free and independent pension advice through Lucas Fettes Financial Planning Ltd. If you qualify, you'll be auto enrolled into our group personal pension plan provided by Royal London. To start with you'll contribute 3% and we'll put in 6%. After your first year you'll have the option to increase it to 5% and 10%.

## Additional benefits

- Health and wellbeing – we aim to be an exemplar employer for people with arthritis, other musculoskeletal conditions and other disabilities.
- Contribution to cost of eyesight tests and prescription glasses or contact lenses.
- 24/7 access to our employee assistance programme and to health plan where you can claim towards the costs of your everyday health.
- Parenting policies including enhanced maternity, paternity and adoption pay, as well as enhanced paternity leave.
- Learning and development through face-to-face and online learning.
- Life assurance
- Giving something back through our payroll giving scheme.
- Interest-free season ticket loans and car park season tickets.
- Cycle to work scheme.

Please note through our Diversity and Inclusion Strategy, we have made a commitment to increase the diversity of our charity and we welcome candidates from a wide variety of backgrounds and experiences. We want our employees, volunteers and trustees to represent the broad diversity of the communities of which we are a part.

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. During the recruitment process Versus Arthritis will undertake safer recruitment practices and relevant checks to ensure applicants are suitable to work with children, young people and vulnerable adults.

# How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Versus Arthritis on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **ZBHND**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is **noon on Wednesday 8th November 2023**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

**Preliminary stage interviews with Saxton Bampfylde**

**w/c 20<sup>th</sup> November 2023**

**First and second round interviews**

**Early-mid December; likely 4<sup>th</sup> December for informal discussions; 6<sup>th</sup> December for first interviews and 13<sup>th</sup> December for stakeholder panels and final interviews.**

Versus Arthritis is committed to being an inclusive employer with a diverse workforce. We want our employees, volunteers and trustees to represent the broad diversity of the communities of which we are a part. We are actively looking to strengthen the diversity of our team and we encourage applications from people from a wide variety of backgrounds and experiences.



## Find out more about Versus Arthritis

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Our vision is of a future free from arthritis and we won't rest until everyone with arthritis has access to the treatments and support they need to live the life they choose, with real hope of a cure in the future.

For more details, see <https://www.versusarthritis.org/>

# Saxton Bampfylde

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