

Role and Organisational Profile

Position:	Head of Finance and Operations (12 month fixed term)
Date:	November 2020
Salary:	Competitive salary
Start date:	ASAP
Contract type:	This is a part time (3-4 days per week) Fixed Term Contract role for one year, which has flexibility to work both in a London office and remotely from home. Whilst Covid 19 continues you will have a mix of flexible remote and office working in London depending on Covid 19 restrictions and needs of the role. You may occasionally work outside regular office hours at charity events (with time off in return).

About Ovarian Cancer Action

Action. One third of our name and 100% of what we're about.

One woman dies in the UK from ovarian cancer every two hours. Although five-year survival rates for ovarian cancer are improving, other cancers, such as breast cancer, had better survival rates two generations ago than ovarian cancer does today. We're here to change all that. And we're following two routes to achieve that change: awareness raising and scientific research.

Raising awareness for the quickest impact

We're campaigning to increase awareness and improve understanding of symptoms among the public and GPs. The symptoms of ovarian cancer can easily be attributed to other, less serious conditions such as IBS, or even to the menopause, but the sooner ovarian cancer is diagnosed the better the chance of survival. So education is vital. And we know it's where we can make the quickest impact.

Funding research for the biggest impact

The biggest impact we can make comes from our main area of focus: scientific research. Over the last fifteen years, our efforts to fund and facilitate the very best ovarian cancer research have achieved dramatic results. But, of course, there's more work to be done. We're now committed to funding the next generation of research and to accelerating progress in three main areas: preventing the disease, diagnosing it early, and developing effective, personalised treatments. We believe this approach will help more women survive ovarian cancer than ever before.

About the role

The Head of Finance and Operations (HFO) ensures OCA has the sound financial management and the robust operations and governance needed to support our growth agenda. Leading on all OCA organisational budget planning and management, audit, compliance, human resources and infrastructure functions, they are a key member of our Leadership Team and play a key role in strategic and operational decision making.



The HFO is responsible for developing and monitoring the organisation's annual budget; undertaking forecasting and reforecasting as needed; ensuring that the organisation remains compliant in terms of both its finances, governance and its operations; and practices inclusive, responsive human resources management.

All finance and ops activity are currently outsourced or managed by contractors. This role offers a great opportunity to review and shape the organisation as we implement our ambitious plans for growth in the coming years.

We're looking for an experienced **Head of Finance and Operations** to join our Leadership Team, initially on a 12 month fixed term contract, in order to support OCA's drive for growth. A key deliverable of the role is to enable OCA to streamline and automate our operations to be as effective and efficient as possible.

OCA looks for senior leaders who can lead with confidence, positivity, resilience and passion. This means your attitude to your work and team are as important as operational knowledge and experience within your field.

Benefits:

- 25 days equivalent annual holiday leave
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- Flexible mix of office and remote working.
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work-related issues and, if required, confidential counselling sessions.
- Training and development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Social events for the team.

Please see below for a full job description and person specification.

Recruitment process:

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a cover letter (no more than a page) of why you are interested in working with OCA, highlighting your relevant experience and personal attributes as detailed in the person specification. Along with this, please send a copy of your latest CV to jobs@ovarian.org.uk. Please also take a look at our website www.ovarian.org.uk for more details about what we do.

Our deadline for the role is **5.00 pm on Monday 23rd November**. However, we may contact you sooner to discuss the role if you meet the requirements, so please send your application as soon as possible. Our aim is to respond to each applicant, however, if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role.

If you have any questions please email jobs@ovarian.org.uk, quoting the job title in the email heading.

Job Description – Head of Finance and Operations

Position in organisation:	Head of Finance and Operations (12 month fixed term)
Reports to:	Chief Executive
Main working relationships:	Chief Executive, Head of Fundraising, Head of Communications, Head of Charitable, Chair and Board of Trustees, Treasurer
Direct stakeholders:	Outsourced Finance, Auditors, HR Consultant, IT provider.

Main purpose of the role:

As a member of the Leadership Team (LT) to lead the Finance function, and all other operations functions including HR, IT, Governance to support the growth of OCA and facilitate the delivery of our ambitious strategy and plan.

Scope of the role:

- Lead OCA financial planning, management and reporting (40%)
- Responsible for OCA IT strategy and delivery of IT provision (20%)
- Oversee OCA people strategy and support (25%)
- Oversee good charity governance and compliance (15%)

Key Areas of Responsibility

Lead OCA Financial planning, management and reporting

- Work with CEO and LT to support the delivery of the strategy and business plan, deliver the Operations Teams milestones to time and within budget.
- Providing robust, timely and meaningful financial information to the Leadership Team, budget managers and trustees, ensuring strong financial controls are in place and producing the annual accounts.
- Leading the budget process and helping colleagues with financial modelling.

Responsible for OCA IT strategy and delivery of IT provision

- Making sure that IT works well for all staff and that OCA keeps up-to-date in its use of technology and has a good level of cyber security.
- Ensure all tech services are well procured, cost effective and future proof for growth.
- Manage relationship with IT suppliers.

Oversee OCA people strategy and support

- Ensure recruitment, retention and development of great staff through HR provision.
- Help CEO create an environment in which staff are well supported, thrive and grow.
- Ensure the working environment provision supports the needs of OCA whether office, WFH or hybrid based.
- Be a champion of inclusion and diversity.
- Support the Leadership Team and line managers in effective performance management of their teams.
- Devise and implement HR strategies to support the successful delivery of the wider organisational strategy for growth and impact.

Oversee good charity governance

- Support the CEO and Chair in effective and compliant management of the Board and sub committees.
- Lead OCA person as required on sub committees, specifically Audit and Risk and Remuneration Committee.
- Being a key point of reference on legal, contractual and regulatory issues.
- Being alert to the risks facing OCA and management of the OCA Risk Register and risk mitigation.

Person Specification - Head of Finance and Operations

At Ovarian Cancer Action we look to our managers to lead with confidence, positivity, resilience and passion. This means the role holder's attitude to their work and team is as important as operational knowledge and experience within their field.

Previous career experience

You will be a fully qualified accountant with at least 2-5 years' experience in a senior role developing, delivering and monitoring financial strategy in a UK charity or public body, ideally a grant making charity or public body. You must be able to demonstrate an ability to manage HR operations, governance and office management, ideally through past experience. You will have led financial and management accounts functions, as well as the statutory audit of accounts prepared in compliance with the charity SORP.

Essential Experience

- You are an experienced financial leader used to a range of responsibilities that go beyond the financial into areas of IT, HR and office management.
- You have worked in small to medium sized organisations.
- You are familiar with the financial and regulatory requirements of the charity sector.
- Strong experience in all aspects of financial management, including budgeting, reporting, cash flow, restricted fund accounting, internal controls and audit as well as the production of charity statutory accounts.
- You think strategically about operations and organisational needs in order to effectively manage change.
- You create outward looking, responsive operations teams.
- You are good at working with people across an organisation.
- You put in place clear HR frameworks and procedures which aren't overly bureaucratic.
- You will have a working knowledge of HR and employment law issues.
- You will have experience of working with directly with and reporting to charity trustee boards.
- You are enthusiastic about creating a working environment that supports high performing and happy teams.

Skills and attributes

- You want to make sure that staff are supported well by the IT at their disposal.
- You look out for new developments that could help OCA and are open to ideas from staff.
- You enjoy and have experience in identifying digital and new technologies to improve organisational systems and efficiency.
- You focus on impact and deliver outstanding results.
- You are able to use initiative, taking full ownership of area of responsibility.
- You persevere and demonstrate resilience when working under pressure.
- You have solid experience of managing collaborative relationships at all levels across an organisation.
- You are a qualified accountant (e.g. ACA, ACCA, CIMA, CIPFA)

Attitude and personal qualities

- You are enthusiastic and passionate about the aims of the charity.
- You relishes a challenge with an optimistic outlook, focusing on smart solutions.
- You bring a positive, friendly, professional and helpful disposition to the team.
- You have an adaptable and flexible work approach, Curiosity to support growth.
- You will be flexible to the needs of the post e.g. may require working outside normal working hours.