



## **Role: Finance Director – Volunteer Opportunity**

### **Context**

Behçet's Disease is an auto-immune disorder which is incurable but can be managed by specialist consultants. It is very rare and can affect any part of the body. It often takes years to diagnose and can be debilitating to the patient.

Behçet's Patients Centres (BPC), a charitable company, was formed in 2011 to provide the specialist, multi-disciplinary care for patients. We are now seeking to recruit a Finance Director to our Board in order to both increase our experience and skills base and to facilitate effective succession management. This is a volunteer role that offers rewarding experience and the chance to make a difference in the lives of those who are affected by this rare condition.

We employ an Operational Lead and our team of three Support Co-ordinators who work alongside the clinical teams at the three Behçet's Centres of Excellence in London, Liverpool and Birmingham. These highly-professional wellbeing specialists support patients with all non-clinical aspects of living and thriving with Behçet's under the coordination of the Operational Lead who ensures we deliver against our contract and meet our reporting obligations and drive our ambition to live well with Behçet's.

We provide a variety of non-clinical services, including help with employment opportunities, social interactions and family support. We also work with children's hospitals to offer children the same wraparound care as adults, and are currently looking into signposting to social prescribing to extend our service.

BPC is funded by a contract with (currently) NHS England, Highly Specialised Services, the current contract established in April 2024 runs through to March 2028. Additional funding is provided for one support co-ordinator through an agreement with the London centre. Annual income is c. £130k.

As an organisation we balance innovation and high performance with a strong family feel, embodying principles of whole self at work and honouring our evolving purpose. Our employees stay with us for years and are given a great deal of support and flexibility. As Finance Director it will be your role to ensure our accounts are in order; that our Directors understand the financial position of the organisation and to prepare the budgets and the financial elements of the Annual Report. You will also be the facilitator of our accounts being examined and recording these with both the Charity Commission and Companies House on an annual basis.

**Registered in England No 8085618 – Registered Charity No 1148599**

**Registered Office:**

**c/o Gravita Oxford LLP, First Floor, Park Central, 40-41 Park End Street, OXFORD, OX1 1JD**

**Job Purpose: Manage the financial accounts of Behçet's Patients Centres.**

This is a highly autonomous role that will make a big difference to the Board of Directors and their purpose to provide a service to one of the rarest patient groups in England. We're looking for someone who can come in and help us build on our achievements and do things even better.

You will be responsible for the financial management of the charitable company to ensure we successfully deliver our contractual commitments and thus influence the future of our funding, (we have a contract which runs until March 2028).

You will play an important role as a member of the Board of Directors, ensuring they are guided by your financial expertise. This will involve preparing budgets; paying salaries and finances owing to HMRC and invoicing the NHS. We also work collaboratively with Behçet's UK, the registered charity for patients with Behçet's Disease and you'll be building relationships with that charity. We prioritise attending and presenting at their Annual Conference which is over a weekend in October and moves around England and Wales.

The time commitment for this role is around 2 to 3 days per month on average, with extra time needed around budgeting and year end accounts.

**Experience Required:**

- Proven management and leadership skills
- Proven financial skills in budget preparation and management
- Proven communication skills
- Awareness of both Charity and Data Protection Law
- Computer literate in use of Microsoft products
- Experience of contract performance management
- Flexibility of working hours to attend quarterly Director meetings and the Behçet's UK Annual Conference

**Qualifications Required:**

- Educated to degree level or equivalent financial experience.
- Preferably a qualification with CIMA, ACA or ACCA (or working towards)
- A UK driving licence and the ability to travel
- A clean Disclosure & Barring Services check will be undertaken

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**Main Interfaces:**

- The BPC Board of Directors
- Support co-ordinators and Operations Lead
- BPC's registered accountants
- National Highly Specialised Commissioning Team in support of lead Directors
- Behçet's UK

**Key Attributes:**

- Leadership and financial skills
- Organised
- Financial planning skills
- Self-motivated
- Strong sense of initiative clear, concise communicator

**Key Tasks:**

- Strategic Focus:
  - Working with the Operational Lead, drafting budget for approval by Board
  - Approving invoices, salary changes and expense claims
  - Creating payments and seeking second approval from authorise signatories
  - Transfers of funds between accounts
  - Quarterly reports to Board
  - Drafting Treasurer's part of Annual Report
  - Updating Charity Commission with Trustee changes and making Annual Return
- Bookkeeping:
  - Issuing invoices to NHSE/London Centre
  - Entering details of debits/credits from bank a/cs to finance software
  - Reviewing inventory at end of year
- Preparation of Annual Report and Accounts:
  - Examining finance data at end of year, determining accruals (e.g., monies owing to company, payments in advance, deferred income, any other assets and liabilities and drafting annual accounts.
  - Organising and responding to the Independent Examiner of Accounts' queries
  - Filing the agreed Annual Report and Accounts with the Charities Commission and Companies House
- Payroll has been outsourced, but provide oversight of the contract to:
  - Action the payment of salaries, the monthly HMRC payment and set up for second approval by approved signatories

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