

Breakthrough T1D Recruitment Pack



We are the leading global type 1 diabetes (T1D) research and advocacy charity; we help make everyday life with T1D better while driving toward cures.

Today, we are opening doors closed by a diagnosis of T1D. We do this by connecting the brightest minds and investing in the most promising research, campaigning for access to treatments and technology and supporting the T1D community. Tomorrow, we will make this condition a thing of the past.

"Breakthrough T1D provides a brilliant mix of passion, flexibility and a can-do culture that adds to an unwavering commitment to helping people with type 1 diabetes, which I couldn't get anywhere else! It's a brilliant place to work!"

Chris Bright, Community Partnerships and Events Manager

Thank you for considering Breakthrough T1D



**Karen Addington,
MBE**

Chief Executive
Officer,
Breakthrough T1D
UK

We're delighted you're interested in joining us at such an exciting time in our mission. We're driving life-changing breakthroughs to improve lives today and bring us closer to a future without T1D. Thanks to the support of our community and dedicated colleagues like you, the pace of change is accelerating faster than ever.

As part of a global organisation, you'll be connected to an incredible network of researchers, advocates, and supporters who are breaking down barriers and opening up new possibilities for everyone affected by T1D.

Here in the UK, you'll be part of a passionate and collaborative team, united by a shared purpose. Your work, whether you're raising vital funds or supporting the T1D community in other ways, will directly help people live better, healthier lives while moving us closer to a world without T1D.

Thank you for wanting to be part of our team, your contribution will make a real difference.

Our values:



Stand as one:

Moving forward together by embracing different perspectives, backgrounds, and expertise.



Act with purpose:

Staying true to the needs of our community and our organisation.



Lead with kindness:

Always meeting people with empathy and support.

Head of Finance

Job Description

DEPARTMENT

Working closely with the Director of Finance and IT, this pivotal role is responsible for the finance function within Breakthrough T1D. You will manage the finance team of 3 staff comprising 2.2 FTEs. You will lead on all aspects of finance within the charity and its trading subsidiary, including financial and management accounting, business partnering, tax, payroll and pension arrangements, cashflow and banking arrangements. Experience in implementing new finance systems will be welcome as it is expected the current finance system (SAGE 200) will be reviewed in the near term.

The ideal candidate will require broad-ranging expertise, a flexible and adaptable approach, the ability to form close working relationships with your peers across the organisation, and excellent communication skills.

PURPOSE OF THE ROLE

This is an interesting time to join Breakthrough T1D, the type 1 diabetes research charity. Life altering advances in the treatment of type 1 are being discovered and offered to people with the condition, we are co-partners in the world's largest philanthropic gift ever for type 1 medical research, and a new strategy is being elaborated and implemented.

You will lead the team as it responds to growth and changing funding arrangements and will support colleagues across Breakthrough T1D as they address evolving priorities and workstreams. You will lead an efficient and effective finance team that works collaboratively with other teams to meet Breakthrough T1D's financial goals and adapt to these developments. You will:

- provide an effective business partnering service, providing accurate and timely financial information to the SMT and other budget holders, and support less financially confident colleagues in preparing budgets and reviewing management accounts and their progress towards key goals
- co-ordinate the budget-setting and management account processes, collating budgets and monitoring financial outcomes to help staff achieve departmental and organisational objectives within operational plans and the wider strategic framework
- ensure that financial controls are effective, and Breakthrough T1D's financial operations are compliant with statutory requirements including the Charity SORP
- lead on overseeing the finances of new funding mechanisms, working with colleagues in relevant teams, and automate and streamline financial processes where possible. Working with the Director of Finance and IT you will lead the team in reviewing possible alternatives to our current finance system Sage 200 during 2027.

JOB TITLE:

Head of Finance

STATUS:

Permanent

HOURS:

35 hours per week (Breakthrough T1D operates a flexible working hours policy)

SALARY:

£56,875 per annum

HOLIDAY:

25 days plus statutory holidays (increasing with years of service)

LOCATION:

Hybrid working Part London office-based and part home based. The post holder will work a minimum of one day a week in the office

REPORTS TO:

Director of Finance and IT

DIRECT REPORTS:

Finance Manager and Finance Officers

KEY INTERNAL RELATIONSHIPS:

Heads of teams, senior management team, other budget holders

KEY EXTERNAL RELATIONSHIPS:

Bank, auditor, HMRC, audit and risk committee, Trading subsidiary board

Head of Finance

Job Description

KEY RESPONSIBILITIES

Management accounts and reporting

- Coordinate the annual budget-setting process, in conjunction with the Director of Finance and IT
- Oversee the distribution and review of management accounts, investigation of variances against budget. Be responsible for coordinating and reporting quarterly reforecasts
- Report on financial performance at relevant departmental and team meetings, particularly the fundraising management team
- Support senior colleagues across Breakthrough T1D in a business partnering capacity, offering support and information relevant to need
- Prepare and monitor cash-flow forecasts, including appropriate analysis between restricted and unrestricted funds, and maintain records of restricted income and expenditure

Financial accounts and compliance

- Prepare statutory consolidated Group accounts and trading subsidiary accounts for audit, ensuring preparation for and oversight of the audit process and liaising with the auditors
- Support the Director of Finance and IT in providing a secretarial service to the parent charity board's audit and risk committee, and to the trading subsidiary board (turnover c.£0.7m)
- Support the Director of Finance and IT in ensuring regulatory compliance for both Breakthrough T1D and the trading subsidiary, and managing the intercompany relationship
- Develop and maintain robust financial systems and internal controls. Ensure financial policies and controls are reviewed on a regular basis
- Ensure accurate and timely submission by agents and staff of VAT, PAYE and corporation tax returns and payments to HMRC, and support the database team with gift aid claims and record keeping

General

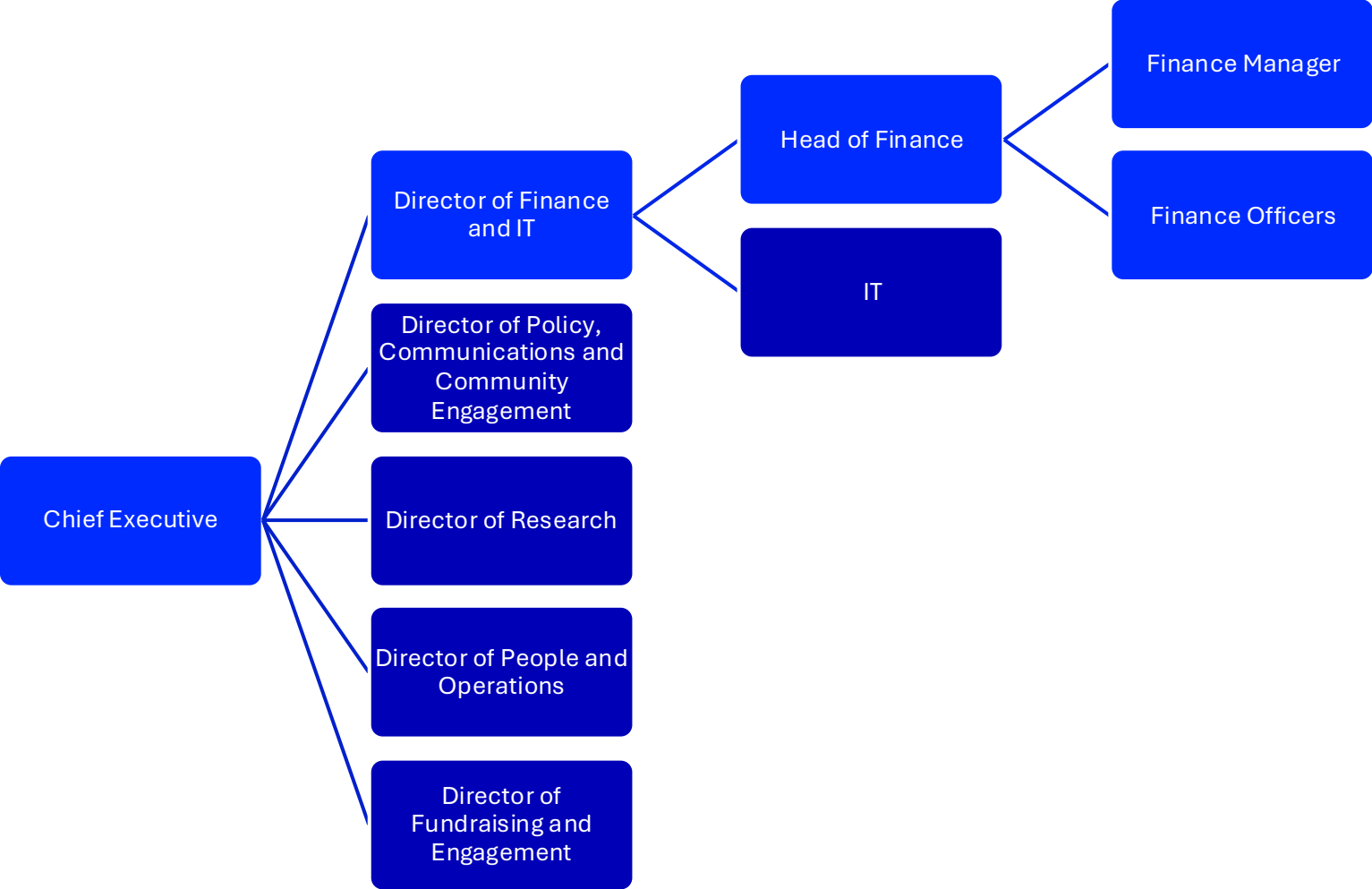
- Manage the day-to-day operations of the finance team and achievement of key goals and priorities
- Line manage the team including regular one to ones, annual appraisals and team meetings. Coach/mentor individuals as appropriate, ensuring training and personal development needs are met
- Oversee the cash position of Breakthrough T1D and its subsidiary, including investment of surplus funds in suitable deposit accounts
- Foster collaborative working with other teams
- Oversee and approve payroll processes
- Lead the administration of Breakthrough T1D's group personal pension scheme, including ensuring compliance with auto enrolment requirements
- Ensure the charity takes advantage of charity VAT reliefs and that gift aid is correctly reclaimed in a timely manner
- Induct new non-finance staff in appropriate financial procedures (at head of team level and above)
- Keep informed of appropriate developments within the sector and undertake other duties consistent with the post and assist with other areas of work as required.

EQUAL OPPORTUNITIES

Breakthrough T1D is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

Breakthrough T1D is the operating name of Juvenile Diabetes Research Foundation Limited, a registered charity No. 295716 (England and Wales) and SC040123 (Scotland).

Head of Finance Department Organogram



Head of Finance

Person Specification

Person Specification	
Criteria	Essential
Experience:	<ul style="list-style-type: none"> • Significant experience acting at a senior finance manager level in a medium sized charity with total significant fundraised income (£2M+) • Solid experience of business partnering with senior colleagues • Knowledge of the charity SORP • Managing the finances of cross-departmental projects • Taking the lead on statutory account and related audit file preparation • Five years management of finance staff
Skills:	<ul style="list-style-type: none"> • Excellent technical accounting and analytical skills (currently Sage 200) • Excellent spreadsheet skills
Style of working:	<ul style="list-style-type: none"> • Good all-round communications and demonstrable interpersonal skills • Ability to lead teams and projects • Ability to organise a busy workload, prioritise and meet deadlines • Pragmatic approach to the achievement of goals and resolution of problems • Calm and reliable disposition
Education:	<ul style="list-style-type: none"> • CCAB qualified accountant (or finalist)
Other:	<ul style="list-style-type: none"> • Willingness to work some hours outside the normal working day from time to time

Employee Benefits



As an employer we offer:



Hybrid working arrangements



Pension scheme



Season ticket and cycle loan



Generous annual leave entitlement – 25 days per year plus bank holidays for full-time staff with leave increasing after three and five years' service



Health cash plan that allows you to claim for some treatments such as dental, optical and physiotherapy treatment



Flexible working and will consider compressed hours



Family-friendly policies – maternity, paternity, adoption and shared parental leave at enhanced rates



Personalised training to suit your career aspirations and professional development