

***Are you the experienced Head of Finance we need to help shape our next stage of development, and help drive lasting change for all those with endometriosis?***

Dear Candidate

Thank you for your interest in our Head of Finance role at Endometriosis UK.

We are looking for a Head of Finance to help shape the next stage of our development as a charity with growing ambition, increasing complexity and a powerful mission. This is an exciting new role for the charity and is core to ensuring our ongoing success.

Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact may be felt for life. Yet it's a disease many people have never heard of, do not understand and currently has no cure. It takes on average over nine years to receive a diagnosis in the UK, leaving many living in pain and without answers or access to treatment.

As the UK's leading charity for all those affected by endometriosis, we are determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support. Everyone with endometriosis deserves better, and the right to appropriate, high quality treatment regardless of background, identity, location or circumstance. We have big ambitions in our strategy, focused on driving down diagnosis time, improving access to high quality care, support everyone with endometriosis to live well, and supporting more research. Our work is possible thanks to the incredible efforts and generosity of our volunteers and supporters, and we must ensure we are using our resources as effectively as possible to deliver our mission.

Endometriosis UK is seeking a highly skilled and experienced qualified accountant to oversee all aspects of financial management and ensure we're operating line with regulatory compliance and best practice. You will bring strong technical finance skills, sound judgement, commercial awareness and the ability to communicate clearly with non-finance colleagues. Just as importantly, you will be collaborative, values-led and motivated by the opportunity to use finance as an enabler of delivering impact. Our financial operations are outsourced, and you will lead on managing these.

This role will suit someone who combines strategic leadership with a practical, hands-on approach, and who enjoys helping colleagues build financial confidence, accountability and discipline.

You will join a supportive, ambitious and friendly senior leadership team, focused on doing everything we can to support those with endometriosis. This is an exciting opportunity to help drive Endometriosis UK's work forward and boost our impact - for the benefit of everyone affected by endometriosis.

We look forward to receiving your application.

Best wishes

A handwritten signature in blue ink, appearing to read "Emma Cox".

Emma Cox  
Chief Executive

<b>Job title:</b>	Head of Finance
<b>Reporting to:</b>	Chief Executive
<b>Working hours:</b>	Part time: 15 hrs a week
<b>Location:</b>	Endometriosis UK's office at London Bridge, with hybrid option; option for home based
<b>Contract:</b>	Permanent
<b>Annual salary:</b>	£53,000 - £58,000 pro rata; depending on experience (for 15 hours per week, this is £21,200 - £23,200) Including £3,000 London Weighting, if London based
<b>Closing date for applications:</b>	09:00 on Monday 6 <sup>th</sup> July,
<b>Interview date:</b>	Friday 17 <sup>th</sup> July, at our London Bridge office

Endometriosis UK is looking for a Head of Finance to help shape the next stage of our development as a charity with growing ambition, increasing complexity and a powerful mission. This is an exciting new role for the charity, and is core to ensuring our ongoing success.

As a member of the Senior Leadership Team, you will work closely with the Chief Executive, senior colleagues and Trustees to shape organisational direction, strengthen financial planning and ensure resources are aligned with impact. You will provide strategic financial insight, constructive challenge and practical support across the organisation.

You will lead budgeting, forecasting, management accounts, statutory reporting, audit, financial governance, risk, reserves and controls. You will also support business cases, financial models, capital project oversight, trading activity and commercial decision-making.

We are looking for a qualified accountant with senior finance leadership experience, ideally gained in a charity or similarly complex organisation. You will bring strong technical finance skills, sound judgement, commercial awareness and the ability to communicate clearly with non-finance colleagues. Just as importantly, you will be collaborative, values-led and motivated by the opportunity to use finance as an enabler of delivering impact.

This role will suit someone who combines strategic leadership with a practical, hands-on approach, and who enjoys helping colleagues build financial confidence, accountability and discipline.

### **Purpose of the Role**

The Head of Finance will provide strategic and operational financial leadership to ensure the charity is financially sustainable, well-governed and compliant. This role is a key member of Endometriosis UK's Leadership Team (SLT) playing a vital part in the development and implementation of the organisation's strategy.

Working closely with the Chief Executive and the Board of Trustees to advise on governance, regulatory responsibilities and financial planning for the charity. The role provides the essential financial stability to enable future growth through leadership and management of finance, and ensuring effective governance and regulatory compliance.

The role will serve as the executive lead for the Finance Committee, attend and contribute to Board meetings, lead the annual audit process, and act as Company Secretary.

Our financial operations are outsourced, and the Head of Finance will lead on managing our outsource partner. There are no other dedicated finance staff within the charity, although fundraising colleagues undertake financial reconciliation.

## **Key Responsibilities**

### **Financial Planning and Leadership**

- Lead strategic and operational financial planning with responsibility for achieving and executing financial objectives, budgeting, investment opportunities and oversight of annual budget processes, including leading the annual audit with external auditors.
- Ensure the provision of robust and relevant management information to the SLT and the Board of Trustees.
- Lead the annual budgeting process and cash flow planning, providing financial frameworks and support for pricing and funding decisions.
- Oversee day-to-day financial operations and ensure that financial transactions are processed effectively and accurately.
- Provide financial leadership and oversight to support and influence decision making by the SLT and the Board of Trustees.
- Provide sound, proactive strategic financial advice to the SLT and Board of Trustees to support the long-term financial viability of the charity.
- Act as a member of the SLT, work collaboratively to provide leadership, strategic oversight and support for the organisation, its employees and the Board of Trustees

### **Financial Management & Reporting**

- Lead all financial planning reporting, including cashflows, budgets and reforecasts (as required) and support the SLT on all aspects of financial planning.
- Ensure the production of clear, timely management accounts and financial reports for the CEO and Trustees.
- Oversee cash flow management and maintain effective financial controls.
- Ensure accurate financial records in line with charity accounting standards and the Charities SORP.
- Support Director of Development in producing financial information to funders and prospective funders as required.
- Work closely with the Director of Development and project leads to ensure restricted grants are effectively budgeted, tracked and reported, with funder requirements understood
- Oversee the preparation and payment of monthly payroll and pensions.
- Oversee the preparation and submission of quarterly VAT returns, Gift Aid claims and other reporting requirements.

- Provide the Chief Executive and SLT with regular detailed analysis of financial performance and monitor key performance indicators to inform key decision making
- Maintain detailed insight into the financial position of the organisation, including monitoring cash flow, assessing the financial impact of proposed projects or policies, identifying opportunities for improvements, making adjustments, and producing monthly management accounts and financial reports.

### **Governance & Compliance**

- Ensure compliance with Charity Commission, Companies House, HMRC, OSCR and other regulatory or funder requirements, including the timely submission of all necessary reports and documentation.
- Lead the preparation of statutory accounts and liaise with external auditors, in line with SORP recommendations and requirements.
- Ensure the preparation of timely management accounts and financial
- Maintain and develop financial policies and procedures, and provide guidance and support to colleagues to ensure compliance.
- Provide high-quality financial information to the Board and Finance Committee to support effective strategic oversight.
- Act as Company Secretary for Endometriosis UK.
- Ensure Trustees are kept up to date on financial activity, are aware of any relevant issues or circumstances.
- Maintain and review the organisational risk register.

### **Operations & Systems**

- Oversee accounting systems and processes, ensuring they are fit for purpose.
- Ensure procurement processes are efficient and support best value for the charity.
- Ensure that finance and Operations activities are regularly reviewed, tested, assessed and improved through a programme of audits and analysis.
- Ensure all financial procedures and controls are in place and adhered to.
- Ensure all financial records and systems to a high standard of accuracy (including addressing any discrepancies in reconciliations) in accordance with accounting principles, auditing standards and to meet external legal and tax requirements.
- Maintain the fixed asset register and process depreciation.
- Work with the SLT to ensure the design and implementation of an appropriate full cost recovery and charge out rate model.
- Carrying out any other duties as required, which are consistent with the duties and responsibilities of the post.

This is a part-time role of 15 hours per week, with the working pattern to be agreed with the successful candidate. The role can be based at our London Bridge office with hybrid working options, or be home-based. If home based, occasional travel to the office along with other locations will be required.

## Person Specification

### Essential

1. Professionally qualified accountant (ACA, ACCA or CIMA, or equivalent), with strong management accounting experience.
2. Significant senior finance experience, ideally in the charity sector.
3. Experience of preparing management accounts and supporting the preparation of statutory accounts.
4. Experience of overseeing payroll, VAT returns and Gift Aid claims.
5. Experience of preparing and presenting financial reports to senior leaders, trustees or boards.
6. Strong understanding of the regulatory and legislative requirements for charities.
7. Strong understanding of charity accounting, including the Charities SORP, restricted funds and reserves.
8. Strong IT skills, including experience of accounting systems, CRMs, Microsoft Office and other relevant software.
9. Ability to present and explain complex financial and other management information to a varied audience
10. Ability to explain financial information clearly to non-financial audiences.
11. Ability to work autonomously, prioritise effectively and balance strategic thinking with operational delivery in a part-time role.
12. Proven experience of budget setting, financial procedures, management accounting, risk and asset management.
13. The interpersonal and communication skills to develop effective working relationships and establish credibility with all levels of stakeholders.
14. Be willing to undertake any other duties commensurate with the general level of responsibility of the post.
15. Can work flexibly, including some evenings and weekends, and to travel and stay overnight where necessary.
16. Have an understanding of living with endometriosis or an interest in women's health and empathy with our mission.
17. Demonstrate a commitment to Endometriosis UK's mission, visions and values and equality of opportunity, diversity, and inclusion.
18. Have the right to work in the UK and based in the UK.

### HOW TO APPLY

To apply, please send the following to [assistant@endometriosis-uk.org](mailto:assistant@endometriosis-uk.org)

1. CV –maximum 2 sides of A4
2. Cover letter outlining how you meet the person specification and why you are interested in this post - maximum 2 sides of A4

The closing date for applications is **Monday 6<sup>th</sup> July at 9 am.**

Interviews will be held on Friday 17<sup>th</sup> July in our office in London Bridge.