



**Southampton
Hospitals
Charity**

Charity Registration Number: 1206909

Recruitment Pack

director of finance



Welcome

from Chief Executive



Thank you for your interest in the role of Director of Finance. This is the first time that Southampton Hospitals Charity has recruited for this position, and it comes at an exciting time in the Charity's existence. I'm delighted that you may be considering making an application.

On the 1st of April 2024 the Charity went through a major organisational change, converting from an unincorporated charitable trust within the governance of University Hospitals Southampton NHS Foundation Trust (UHS) to an independent charitable company. In this new structure, we have moved all our people, assets, and systems outside of the NHS to be better placed to increase our impact and raise income substantially.

We are now looking to the future and the development of a new strategy to set out our vision for how we will grow our reach and impact and continue to deliver improvements to the care our local community receives. We raise funds to support our grant-making programmes which have the primary purpose of improving the care and experience patients receive when using the hospitals and services run by UHS.

We are now looking to appoint our first substantive Director of Finance, who will be a key part of the senior management team and ensure that as the Charity takes its first steps as a new and independent organisation, it does so with robust and effective financial management.

You will develop and lead the Charity's financial controls and processes, while also ensuring that our new strategic direction is underpinned by financial insight and astute judgement. Already operating at a similar level, you will bring a strong track record in delivering effective financial leadership, and have the presence to engage, influence and inspire at all levels. In addition to your financial leadership, you will also support the Charity as company secretary and ensure that our corporate affairs are handled appropriately.

While we need somebody with strong strategic insight, you will also be a practical person who is willing and able to get stuck in and be directly involved in the more practical aspects of the role too.

We are on a new and exciting journey and if you think you have the passion, the experience, and the skills to help us on our way, we'd be delighted to hear from you.

Ellis Banfield
Chief Executive Officer

About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our impact

Every year we fund projects that make a difference to patients and families. Over the past 18 months we have supported with a wide range of initiatives, including:

Providing £1.5m towards refurbishing our children's trauma and orthopaedic ward

We recently funded the refurbishment of a ward within the Children's Hospital here at UHS.

The unit is one of only two trauma units in the South of England and treats around 1200 children every year, from broken bones to providing life-changing surgery, as well as caring for children with cerebral palsy and neuromuscular disorders.

It was originally built in the 1970's, and had not been fully refurbished since then. We provided funding for the dark and outdated ward to be transformed into a modern world-class facility. The unit has been fitted with a new ventilation system, hygienic wall cladding and flooring.

In addition to the new infrastructure the unit, our funding meant the ward now features six en-suite bathrooms, larger patient bays and pull-down carer beds, allowing parents to have a comfortable overnight stay next to their child.

Parents can also now enjoy access to a new parent's room, providing a space for them to relax, connect to other parents and rest, and the ward now benefits from a purpose-built rehabilitation room, a first of its kind for the unit where previous patients had to use a shared space.



Funding our arts in hospital programme

Our arts programme has been designed to help enhance patient care and wellbeing by bringing together a creative mix of live arts programmes and workshops for patients, the refurbishment of spaces within the hospital and onsite art exhibitions to improve the hospital environment, creating less clinical settings, and reduce anxiety.

We have introduced mental health art programmes for patients of all ages right across our hospitals, including our dementia wards and teenage cancer unit. These sessions have including music therapy, as well as creative art sessions using clay, paint, and print mediums.

These art packages are for patients interested in individual art activities, our long-term patients, or those who have been in isolation for a long period of time.

Another part of our art programme in hospital is creating a more pleasant and soothing environment for patients, visitors, and staff. Our goal is to reduce the clinical atmosphere by bringing art into the wards and units, transforming these spaces into a place for comfort and healing.

One recent project has seen the introduction of artworks into the Nuclear Medicine Unit. We have been able to purchase stunning pieces of art which we have combined with new wall vinyls and furniture across the waiting areas, scanner rooms, injection rooms, and blood test stations. By surrounding patients with beautiful and engaging artworks, we aim to alleviate their fears and promote a more positive healing experience.

Having these creative spaces is crucial to enhance patient care through the transformational power of art.



Delivering our carer support service across our hospitals

Southampton Hospitals Charity delivers a Carers Support Service for unpaid carers accessing our hospitals.

As a Charity, we are committed to supporting patients, their families, and their carers, and our carers service is at the forefront of this. We aim to work closely with carers, offering emotional support and being an advocate for their involvement during the stay of their loved ones in the hospital.

We offer practical and emotional support for patients and their carers which includes assessments, signposting, a weekly carers café and meal vouchers for those needing to stay overnight with their cared for person.



The role

This is an exciting time for us and a rare opportunity to join a “new” charity that has the profile, assets, and mission of an established one. This is a chance to implement new ways of working and support an ambitious organisation to grow and progress, working with a new board, a newly embedded senior leadership team and, crucially, lots of new ideas.

Our first substantive Director of Finance will be able to see the bigger picture but be committed to excellence in the fundamentals. They will be ambitious, but that ambition will be underpinned by rigorous attention to detail. They will own and be accountable for their directorate but will possess a strong instinct to collaborate. Most of all, they will believe in the Charity’s mission and ensure that every aspect of our work supports its delivery.

As a key member of the senior leadership team, reporting to the Chief Executive, the Director of Finance will:

- Proactively contribute to the development and delivery of the Charity’s strategy through implementing long-term financial planning to underpin our objectives.
- Role model excellence in their management of the finance team to inspire them to thrive in their roles and deliver high performance standards across the financial functions of the Charity.
- Engage and inspire the wider Charity team to collectively foster a positive culture of financial responsibility and transparency, ensuring that all our activities demonstrate value for money and deliver impact for our donors, supporters, and stakeholders.
- Be committed to the good stewardship of our financial resources and take responsibility for the financial health of the Charity. Working with the Director of Operations & Resources, you will champion the responsible use of our financial and non-financial resources to deliver the biggest impact we can have for our beneficiaries.
- Act as company secretary, ensuring compliance with all regulatory requirements, including from the Charity Commission, Companies House, HMRC, and other relevant bodies.



Main responsibilities

- Support the Chief Executive and senior leadership team by providing clear financial analysis and insight.
- Lead the annual financial budgeting process for the Charity and support the development of new business cases and investment proposals to deliver on the Charity's aim of achieving sustainable income growth.
- Develop and evolve our financial systems and processes to ensure we have the data and information we need to make informed operational and strategic decisions. This will include accurate financial reporting through timely management accounts as well as financial forecasting against key objectives.
- Work closely with the senior leadership team to identify innovative opportunities for investment in our income-generating activities, ensuring that new commercial and fundraising ventures are properly evaluated and subject to robust financial modelling and planning.
- Provide financial insight to the Director of Operations & Resources in the development of the Charity grant-making programmes, ensuring that our grants planning is subject to robust monitoring and planning.
- Lead on the development of the Charity's financial risk management and reserves policy, ensuring that the Charity's ambition for sustainable financial growth is informed by strong financial risk awareness.
- Lead on the development of the Charity's investment strategy, liaising with the Charity's bankers, investment advisors, and trustees to ensure that the Charity benefits from a closely monitored investment performance.
- Ensure that appropriately robust internal financial and operational controls are in place.
- Ensure that our unrestricted and restricted funds and accounting records are maintained in accordance with legal and regulatory requirements and best practice.
- Ensure all banking facilities, financial systems, and internal processes function to a high standard and enable the Charity to carry out its transactional and operational financial functions.
- Oversee our tax affairs, including PAYE, national insurance, corporation tax, VAT, and gift aid.
- Responsible for our payroll and pensions functions.
- Responsible for our legacy administration, acting as the primary contact with executors and their legal advisors in relation to the administration of legacies and collection of amounts due to the Charity.

Corporate Governance

- Act as Company Secretary, ensuring that the organisation complies with corporate requirements related to company and charitable law.
- With the Board and Chief Executive, manage the appointment and arrangements with the internal and external auditors, and take lead on the production of the Charity's annual accounts to be compliant with the most recent version of the charities SORP.
- Monitor the external operating environment, including the financial, regulatory, and charity sectors, and make recommendations on any action required.
- Act as the executive lead for the finance & resources committee, working with the Chair of the committee and the Director of Operations & Resources, to set the agenda, develop papers, and ensure clear financial reporting.



Person specification

Knowledge and experience

We are looking for candidates with demonstrable strategic financial leadership spanning organisational planning, budgeting, risk, and reporting. You will have:

- A recognised financial qualification. Excellent knowledge of charity financial management, procurement and contracting at a senior level is ideal but not essential.
- Experience of effective budget setting and implementing controls and processes to manage and monitoring budgets.
- Advanced understanding of risk management.
- Experience of improving policies and processes in comparable organisations.
- Success in delivering increased cost effectiveness.
- Evidence of building financial impact and performance metrics and reporting.
- Understanding of the requirements of legislation, Charity Commission and professional body guidance on being a well-run and financially accountable Charity – or an ability to familiarise themselves with charitable law.
- Considerable experience of management and development of staff.

Skills, abilities, and behaviours

- A strategic thinker with the ability to see the bigger picture and make decisions in line with the Charity's needs as part of a team.
- Strong change management skills with experience of managing teams through change.
- Ability to work with ambiguity, lead through uncertainty and motivate people through change.
- Excellent written and verbal communication skills, including the ability to interpret and communicate financial information to a non-specialist audience.
- Strong organisational development skills, able to identify and act on opportunities to drive performance in business.
- Experience of the charity or not-for-profit environment (this could be gained as a trustee) preferably with some understanding of charity funding and investment management.
- Collaborative working style with excellent written and verbal communication skills.
- Resilient with a flexible, creative and solutions-focused approach to problem-solving.

Terms of appointment and how to apply

Reports to: Chief Executive.

Salary: £70,000 pro-rata.

Hours: 22.5 to 30 hours per week.

Contract: Permanent.

Pattern of work: We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours. For 22.5 hours per week, 1 day a week will be in the office. For 30 hours per week, 2 days a week will be in the office.

Place of work: Southampton General Hospital, Tremona Road, Southampton SO16 6YD.

Benefits of working here:

- Between 5% and 10% matched pension contribution.
- 28 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply:

For an information discussion about the role please contact Ellis Banfield, Chief Executive - ellis.banfield@southamptonhospitalscharity.org

To apply, please send the following to Alex West, Business Manager - alex.west@southamptonhospitalscharity.org

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Friday 2nd August 2024.

Preliminary interviews: Through August 2024, depending on candidate availability.

Final panel interviews: w/c Monday 9th September (tbc).





University Hospital Southampton

At Southampton Hospitals Charity, we bring people together to raise life-changing funds for University Hospital Southampton.

From specialist services to pioneering research, our incredible supporters enhance care, experience and outcomes for thousands of patients each year. For more information or to make a donation, contact us on:



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Southampton Hospitals Charity

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