

Job Description

Head of Finance



The opportunity

[The Intensive Care Society \(ICS\)](#) is the heart of the UK's intensive care community, bringing together doctors, nurses, psychologists, pharmacists, and allied health professionals who dedicate themselves to saving and transforming lives. Our mission is to foster groundbreaking research, elevate care standards, and deliver the best outcomes for patients and their families.

Do you enjoy working both strategically and operationally taking a “hands on” approach? Do you want to work in a small but impactful healthcare charity making a difference and where creativity and collaboration thrives? An excellent opportunity has arisen for an experienced **Head of Finance** who has operational experience to join our small team.

To apply: please send your CV and a supporting statement (maximum 500 words) outlining how you meet the essential criteria listed in the person specification to our recruitment agency via email to Christian@memcom.org.uk.

- **Closing date:** applications must be received by **12pm on Wednesday 29 October**.
- **Interviews:** **Friday 7 November**.
- **Applicants must have the right to work in the UK.**
- **Hybrid working with a minimum of two days in the office in London.**

Benefits

- Defined contribution pension scheme after three full months service (employer contribution 5% and employee contribution 3%). The option for employees to contribute an additional 1% to their pension then ICS will match that with an additional 1%. Salary sacrifice scheme.
- Life assurance (after 3 months service) which provides a death in service payment of twice basic salary.
- Confidential Counselling Helpline 24 hours per day, 365 days a year for employees needing confidential help and advice. Telephone support on any matter that is causing upset or anxiety.
- 25 days annual leave and additional annual leave during the office closure period between Christmas and New Year.
- One extra day of annual leave for every complete year worked up to a maximum five days.
- Payment towards eye tests up to £50 per annum.

Job description

Job title:	Head of Finance and Operations
Reporting to:	Chief Executive
Salary:	£60,000 - £65,000
Line management:	Finance & Membership Services Officer
Job purpose	The Head of Finance provides strategic leadership and hands-on management of the Society's finance and operations. The role ensures

	compliance, operational efficiency, and effective support for the Chief Executive and Trustee Board in delivering the Society's mission.
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Key accountabilities:

Financial management and reporting:

- Lead the annual budgeting process, contribute to the annual business planning activities.
- Provide strategic financial advice to the CEO, Trustee Board and Council.
- Ensure day to day financial operations are delivered, including general financial administration, membership finance management (membership payments, reconciling income and monitoring renewals and cancellations) and other finance management for Society activities such as events and accreditations.
- Produce monthly management accounts, including analysis of income and expenses against approved budget for the year and forecast expenditure and cash flow to year end providing explanations and solutions to help mitigate risks.
- Produce statutory accounts in compliance with Charities SORP and manage the relationship with the third-party external auditors to ensure a smooth, timely and compliant annual audit process.
- Lead the production of the Trustees Annual Report and liaise with communications team to ensure the Society demonstrates the charity's impact over the preceding 12 months.
- Responsible for liaison with the bank on behalf of the Society and coordinate signatories as required.
- Provide membership administration oversight, and accurate and timely delivery and data analysis on the financial aspects of the membership application and annual renewal process and membership numbers reporting.

Controls and compliance:

- Manage payroll to ensure accurate and timely monthly salary payments and all PAYE matters are dealt with.
- Manage pensions provider to ensure accurate and timely pensions provision.
- Lead corporation tax compliance activities and monthly VAT accounting and annual partial exemption adjustments.
- Responsibility for internal financial controls and financial risk management processes.
- Manage the budget setting, financial reporting and financial risk management for our Annual Congress State of the Art.
- Manage all insurance contracts and their renewals to ensure value for money and that the Society is adequately protected at all times.
- Ensure compliance with all companies act, charities act and charity commission requirements.
- Ensure compliance with health & safety in the office environment and ensure that necessary registrations are in place and the Society is compliant with all relevant legislation.
- Ensure data protection and GDPR compliance.

People and Operations:

- Be an active member of the senior management team, collaborating with the other Heads and supporting the CEO to deliver the charity's strategy and annual plans.
- Line manage and support the Finance & Membership Services Officer, developing team capability and motivation to deliver high quality services.
- Oversee HR administration.
- Manage the office/virtual office facilities.
- Manage the IT and related equipment and asset register.
- Ensure IT systems and CRM are value for money and support organisational effectiveness, security, and data protection compliance.

Other

- Model the Society's values and work in accordance with the Society's policies
- Undertake any such other duties as may be reasonably required, consistent with the nature of the post.

Person Specification - Essential Criteria

Skills and abilities

- Qualified (ACA, ACCA or CIMA) and previous experience of working in the Third Sector is desirable.
- Strong knowledge of the charity accounting SORP and charity governance and other relevant charity legislation.
- Experience producing end of year statutory accounts.
- Experience using Quick books or other online databases for management accounts, financial monitoring and processing invoices.
- Experience working with third party sub-contractors to ensure budgetary compliance.
- A breadth of senior management experience working at Trustee Board level and providing strategic advice to a Chief Executive.
- Experience in business planning and project management.
- Experience managing and reviewing outsourced contracts for services such as IT services.
- Experience of contract tendering processes.
- Advanced Excel, good level of overall IT literacy.
- Experience of transactional HR and issuing employment contracts.
- Excellent oral and written skills.
- Line management experience.
- Experienced leader with knowledge and understanding of organisational culture and development.
- Discretion and experience working with confidential matters.
- Ability to build strong relationships.
- A positive, professional and pro-active attitude
- Problem solving and delivery of effective timely solutions.
- Experience of taking personal responsibility for the delivery of quality outcomes.
- Alignment with ICS core values

Person Specification - Desirable Criteria

- Experience working within a membership organisation, medical society, or healthcare charity.
- Experience managing the financial aspects of membership renewals and direct debits.
- Experience managing office lease contracts