



Royal College
of Surgeons
of England

Candidate information pack

Executive Director, Finance

April 2024

Reference: ABNTB

About RCS England

The Royal College of Surgeons of England provides world-class education, assessment and development to 30,000 surgeons, dental professionals and members of the wider surgical and dental care teams, at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our strategy 2021 – 26 refreshes the place of The Royal College of Surgeons of England (RCS England) in the post-COVID world, in the context of the NHS, the independent sector and global health, but most importantly in the interests of surgeons, surgical teams and their patients.

It sets out what we are doing to support our members, the wider surgical and dental workforce, patients, the NHS and policy makers to recover from the impact of the pandemic on services, training, standards of care, safety and waiting times, across all the regions of England, the devolved nations of the UK and beyond. It also sets out how we are exploring the opportunities of the digital age, and address the challenges of professional specialisation, changing workforce expectations, and a growing demand for surgical interventions, at a time of constrained healthcare resource.

We have a particular focus on promoting diversity, inclusion and fairness in our College and right across the surgical and dental professions. We believe that embracing difference is not just the right thing to do, it can inspire all of us to grow, and it will ensure that our profession and our College remain at the forefront of patient care for generations to come.

[Read our strategy 2021 - 26](#)



Strategic aims

We will achieve our mission by:

Leading our profession: by being the pre-eminent voice of surgery, championing excellent surgical care by engaging the profession, policymakers, patients and the public.

Improving practice: by continually improving the practice, standards and safety of surgical care, and by developing the workforce across the UK.

Engaging our members: by inspiring, supporting, educating and representing the professional interests of a growing, diverse membership.

Embracing diversity: by building an inclusive profession where everyone's contribution is recognised and all feel welcome, demonstrating our commitment to fairness, gender equality and anti-racism.

Transforming our College: by building a sustainable, diverse, digital, forward-looking organisation, which plays its part in the world and is accountable for everything it does.



Our vision

We want to see excellent surgical care for everyone



Our mission

We will achieve our vision by enabling our members, in all their diversity, to deliver excellence in everything they do



Our values

We will deliver our values through our behaviours and attitudes which impact directly on the care delivered to patients and how we work together



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The Role

Job summary

The Executive Director, Finance is one of five Executive Directors who, with the Chief Executive, will provide collective corporate leadership to the management of the College. The post-holder will be a full member of the College's executive team taking an overview of all activities within the College, working closely with the President, Officers, Trustees and Council members.

The post holder will provide leadership in setting the strategic financial direction for the College, devising and overseeing efficient and accountable financial processes, ensuring probity at all times. They will be responsible for promoting understanding and behaviours across the College to support high levels of financial accountability and awareness, developing and maintaining excellent relationships with budget managers and others to help it achieve the College's strategic and financial objectives.

The post holder will be responsible for providing leadership to the Finance team and the way in which it operates and delivers its services, particularly in line with the recommendations of the Finance Review (October 2023). As well as ensuring continued stewardship of the College's finances, balancing capabilities, costs and service levels to fulfil the directorate's organisational responsibilities, the post holder will be expected to have excellent communications skills. The post holder will be responsible for ensuring that the directorate meets its objectives on an annual basis.

Specific duties and responsibilities

Corporate Responsibilities

- As a member of the Executive Directors Team (EDT), to contribute to the strategic leadership of the organisation, creating a culture of effective, efficient services that are focussed on meeting the needs of the College's membership and other stakeholders.
- To work closely with Trustees, Council members, the Chief Executive and the Executive Directors' Team, building and maintaining mutual confidence, respect and trust.
- To act as a role model demonstrating the College values and corporate behaviours, encouraging a proactive approach to achieving the delivery of quality outcomes and desired results to support a "One College" culture focussed on delivery and growth.
- To build and maintain credible, proactive and engaged relationships with key stakeholders.
- To motivate and inspire high performing teams working collaboratively across the College to plan and allocate resources effectively, anticipating demand, responding to changing priorities and achieving agreed results.
- To lead and inspire managers and employees through excellent communication and personal example to deliver the College's vision, values and priorities.
- To lead a portfolio of services and, from time to time, cross-college themes and projects on behalf of the Executive Directors Team.
- To promote and embed a strong performance culture through the setting and monitoring of performance targets.
- To represent the College by acting as an ambassador and champion for the professional body and its charitable aims.
- To be an effective and engaged member of the College's Executive Directors Team.



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Professional Leadership

- To develop and manage proactive and authoritative relationships with key financial stakeholders, including investment managers, banks and lenders, instilling confidence, credibility and trust.
- To lead and embed standards of financial management and probity with Trustees, EDT, Council, and to communicate them effectively and across the College.
- To provide strong financial leadership, direction and communication to support the delivery of the College's strategic and operational aims and objectives.
- To promote and embed a strong culture of financial performance across the organisation, ensuring alignment with the college's vision, values, and priorities.
- To ensure the College complies with its Charity Commission and financial statutory duties.
- To ensure the Finance & Investment Committee is kept fully informed of all matters under their Terms of Reference.

Strategic Financial Planning

- To set out and oversee a rolling five-year strategic financial plan for the College, taking account of operational performance, investments, capital deployment and cash position.
- To establish a high-performing financial culture across the organisation, including key performance indicators for financial services; to communicate them effectively across the organisation and report them regularly to the Trustee Board.
- To provide strategic direction for budget preparation in collaboration with senior management.
- To drive financial strategies to ensure the College's ongoing financial health, including plans for income generation and cost reduction.
- To ensure that appropriate controls and processes are in place ensuring that the College complies with its financial commitments at all times.
- To ensure that including procedures, standards, instructions and schedules are in place for effective financial control, including preparation of integrated management and statutory accounts, monitoring cash flow against transaction profiles and comparisons against income and expenditure.
- To provide effective leadership to financial services that fully support delegated operational service delivery, provide to managers with regular and accurate budget information, and give professional advice and assistance as required.
- To promote enhanced financial capability and responsibility by budget holders by ensuring training and development and service orientated budgetary and accounting arrangements.
- To ensure that all College staff are aware of, and work in accordance with, the College's financial guidelines and associated College policies and procedures relating to financial management.

Investment and Capital planning

- To offer strategic insights and recommendations to the Finance & Investment Committee to inform investment decisions and ensure alignment with the College's financial goals.
- To advise on an effective policy for the management and deployment of investments and reserves.
- To provide strategic oversight of the College's annual capital plan so that the programme is developed within the available funding limit.
- To oversee the management of restricted Charitable Funds and ensure the funds are applied according to the funds objectives.



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Governance & Risk

- To lead the identification and assessment of financial risks in alignment with the College's Risk Register, taking ownership of risk management action plans to safeguard financial stability and resilience.
- To ensure the identification of risks and mitigating actions to ensure that financial plans can be delivered each year, investigating any significant variances, taking appropriate action and reporting to the Trustee Board.
- To develop and maintain the College's financial guidelines and ensure these are adhered to and regularly reviewed in the light of best practice.
- To ensure that adequate processes are in place to counter fraud.
- To ensure the production of the annual audit and accounts in accordance with statutory and professional requirements, the College's compliance code and accounting best practice, under the oversight of the Audit & Risk Committee.

Pension and Payroll

- To ensure smooth working with Human Resources, to ensure accurate and timely information exchange between the HR system, finance and payroll.
- To keep abreast of pension funding arrangements for the three pension providers USS, SAUL and Standard Life, to communicate the financial implications of changes to Trustees, EDT and HR, and advise as necessary.

Procurement

- To ensure high standards of procurement and insurance management, ensuring value for money, sound contract setting and management and high standards of governance.
- To ensure that contracted services are regularly reviewed and, where appropriate, market-tested to ensure quality and cost effectiveness.

Staff Management

- To provide strong leadership and communication to the directorate, ensuring that effective management and performance and systems are in place throughout the team, providing training opportunities and support where necessary.
- To ensure that all managers in the directorate are provided with appropriate challenge and support to enable them to take delegated responsibility for their areas and enable the delivery of high performing teams.
- To ensure all staff in the directorate have well-developed communication skills to manage effective cross-organisational relationships.
- To ensure that all staff are kept up-to-date with College and department developments through regular team meetings, one-to-ones and briefings.



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Person Specification

Essential criteria

Experience and skills

- Experience gained at senior management level, with a proven track record of leading complex organisational transformations and delivering strategic outcomes.
- Strategic thinker with the ability to develop and implement innovative financial strategies to address challenges and drive sustainable growth.
- Experience in managing and delivering effective organisational change and modernisation within an organisation delivering improved outcomes and efficiency.
- Experience of managing comparable resources and budgets,
- High degree of sensitivity and experience of dealing with a range of complex issues within a demanding stakeholder environment.
- Experience of leading on a range of different projects simultaneously, delivering anticipated outcomes.
- Ability to step into a very demanding corporate leadership role which has significant responsibility for making high-level decisions affecting the running of the College, with experience of developing a broad strategic view of the issues affecting an organisation - not just in the areas of expertise.
- Experience of leading a broad range of teams with differing skills sets and promoting and embedding a strong performance culture in teams to meet the needs of internal and external clients.
- Ability to deliver strategic leadership on achieving first class services to all customers, both internal and external, within a framework of VFM.
- Demonstrable experience of developing and maintaining strong relationships with high-level internal and external stakeholders, especially the President, Officers, Trustees and Council members.
- Ability to work collaboratively with other Executive Directors so business and stakeholder needs are consistently fed back, and to communicate the agreed corporate decisions to staff within the Directorate and College-wide.

Financial Management and Business Planning

- Experience of preparing and managing complex budgets for the whole Directorate, of experience of strategic financial planning, and of contributing to the overall business planning process.

People and interpersonal skills

- Substantial senior management experience including evaluating and sustaining performance, planning and implementing change, and ability to develop and motivate teams.
- Excellent communication skills, oral and written, including perceptiveness and presentation skills in formal, informal and public settings, with the ability to produce written communications that are clear, concise and tailored to recipients.
- Able to speak in a compelling manner to both individuals and groups, both informally and in a presentational setting, and able to influence and negotiate with others in a way that results in agreement.



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Qualifications

- Educated to degree level or equivalent.
- Formal, recognised UK accountancy qualification.

Desirable criteria

Qualifications

- Current membership of a recognised accountancy body.

Experience and skills

- An understanding of the UK healthcare sector.
- Experience of working in the charitable sector in the UK or globally.



Values

The post holder will also need to demonstrate the following values:

<p>Collaboration</p>	<p>We embrace our collective responsibilities working collaboratively and as one college.</p> <ul style="list-style-type: none"> • We work together, using our collective expertise and experience to effect positive change. • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments. • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work.
<p>Respect</p>	<p>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</p> <ul style="list-style-type: none"> • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others. • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team.
<p>Excellence</p>	<p>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p> <ul style="list-style-type: none"> • We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve. • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work. • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience.



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Terms of Appointment

Salary: Competitive

Location: Central London

Benefits

Our excellent benefits package includes:

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

Diversity and Inclusion

At RCS England, we believe we are only as good as the people we hire. We know that the people we hire come from all walks of life and with that comes different perspectives. Diversity, Inclusion and Belonging are at the heart of everything we do.

Our commitment to fostering an inclusive environment is evident through the active engagement of our employees in the Staff Council, where their voices play a crucial role in shaping work life for everyone within the College. Additionally, our staff networks cultivate a strong sense of belonging, while social clubs create a vibrant community spirit. We actively encourage our team members to openly share their professional and personal experiences, contributing to the evolution of our mindset and organisational culture.

We firmly believe that embracing diversity goes beyond a moral obligation; it serves as a catalyst for both individual and collective growth. Our unwavering dedication ensures that our profession and the College lead the way in advancing patient care for future generations. However, we recognise that achieving this goal demands a collective effort. That is why we are on the lookout for individuals like you. Your unique talents and diverse experiences, acquired through both life and work, are invaluable contributions that will enhance and complement our existing team. Join us on this journey towards a more inclusive and pioneering future in healthcare.



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How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Royal College of Surgeons of England on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **ABNTB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Friday 3 May 2024**.

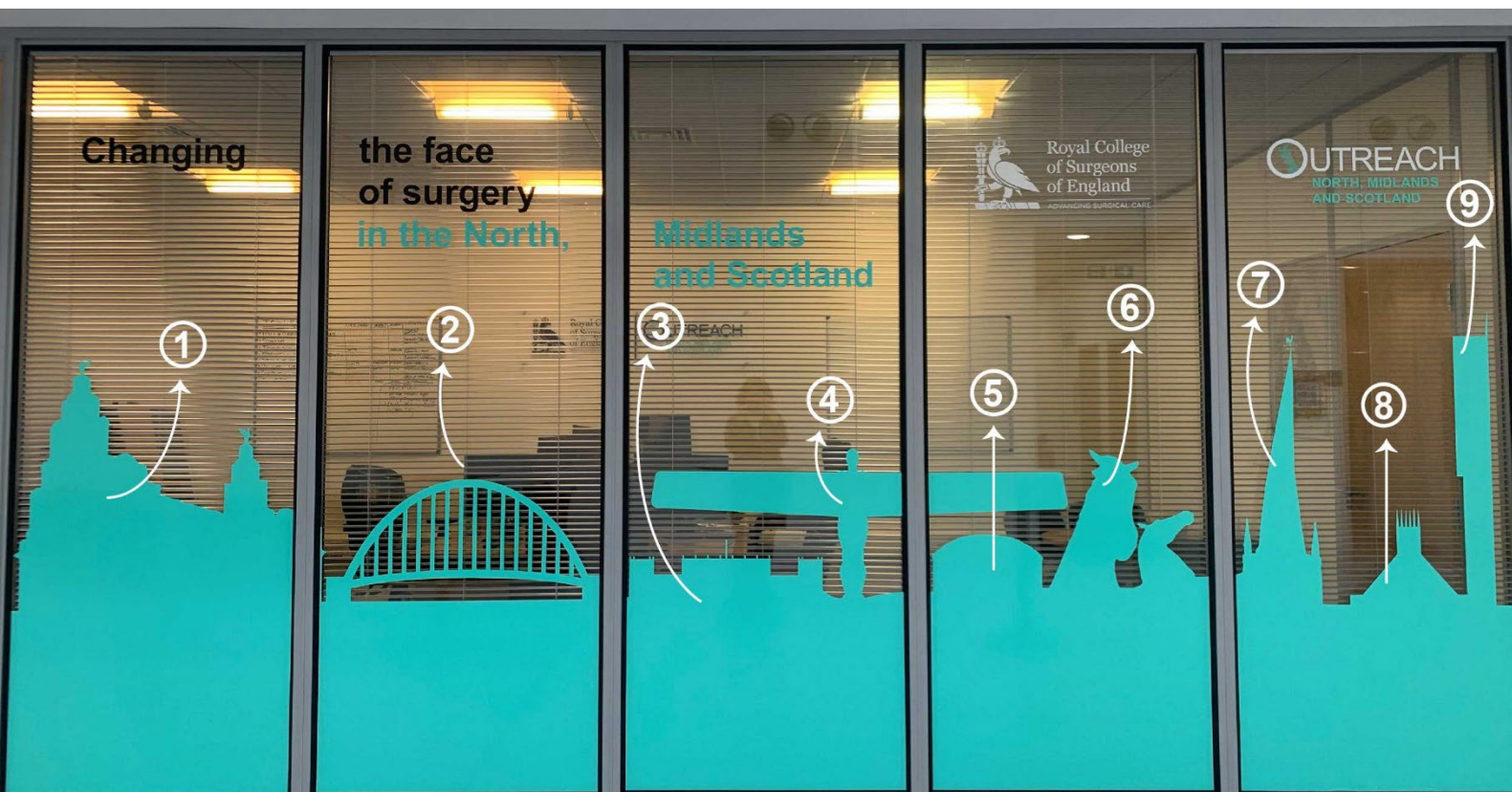
The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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