

Head of Finance and Sustainability

1. Introduction

The Digital Preservation Coalition (DPC) seeks to employ a Head of Finance and Sustainability to fill an established post soon to be vacated. Applications should be submitted by email, by the revised deadline of 0900 on Wednesday 14th April 2021. Shortlisted candidates should be available for interview on-line at a date to be confirmed between 19th and 26th April.

2. About this post

This is an exciting opportunity to work in a high-profile and important role in an organization which is changing and growing rapidly. Recruitment will be to the DPC offices in Glasgow and is available immediately. The post is offered on a full time, permanent basis. You will work to ensure smooth running of this growing, strategically important and global membership organization. You will help design and ensure organizational resilience through a significant period of change and growth. You will provide core support for operational and project delivery with the goal of ensuring closer and more productive collaboration among the coalition's 115 members and with our many partners and allies around the world.

3. About the Digital Preservation Coalition (DPC)

The DPC exists so our members can ensure a secure digital legacy. A small but growing not-for-profit company, the DPC occupies a distinctive position within this dynamic and diverse field. It was founded in 2002 and works with and on behalf of the leading experts in the field internationally. DPC has a world class reputation. At the time of writing, it has 115 institutional members around the world. It is funded principally through membership and receives around one quarter of its funds through externally sponsored projects.

We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance. In 2019 we added a strategic objective to build a coalition scaled to the global digital preservation challenge. In 2020 we opened an office in Melbourne.

The DPC has doubled in size in the last five years, a welcome development which has been enabled and required continuous improvement in processes and administration. It has recently completed an application to OSCR for registration as a charity. It employs ten staff in offices in Glasgow, York and Melbourne and is governed by a Board of Directors constituted from its full members.

Digital preservation is characterized by a supportive, international and vibrant community which is expanding rapidly. Cross-sector and interdisciplinary collaborations are highly valued and they create the conditions for creativity and innovation in the face of shared challenges.

4. Head of Finance and Sustainability

The DPC operates under a Strategic Plan which was renewed in January 2018. This defines seven objectives:

- **Community Engagement:** enabling a growing number of agencies and individuals in all sectors and in all countries to participate in a dynamic and mutually supportive digital preservation community.
- **Advocacy:** campaigning for a political and institutional climate more responsive and better informed about the digital preservation challenge; raising awareness about the new opportunities that resilient digital assets create.
- **Workforce Development:** providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.
- **Capacity Building:** supporting and assuring our members in the delivery and maintenance of high quality and sustainable digital preservation services through knowledge exchange, technology watch, research and development.
- **Good Practice and Standards:** identifying and developing good practice and standards that make digital preservation achievable, supporting efforts to ensure services are tightly matched to shifting requirements.
- **Management and Governance:** ensuring the DPC is a sustainable, competent organization focused on member needs, providing a robust and trusted platform for collaboration within and beyond the Coalition.
- **A Community Scaled to the Challenge:** Digital preservation is a global concern which needs to be addressed as such.

The post holder will take a key role in the delivery of the DPC's sixth objective, Management and Governance. This expresses our commitment to efficient administration and transparency. They will contribute to all of the strategic objectives in turn through the provision of business critical administrative and financial functions.

Following a work plan previously established, but with latitude to improve and simplify functions through continuous process improvement, the post-holder will ensure that the DPC's legal and financial commitments for and on behalf of its members are fully discharged. The post holder will oversee the DPC's administrative and financial activities on a daily basis, and is responsible for making sure that corporate filing, records management, financial reports and internal communications systems are maintained and fit for purpose. The administrative elements of the role will involve frequent interaction with members, partners and funders internationally, carried out with professionalism and confidence. The financial aspects of the role include overseeing the DPC's financial reporting, forecasting and planning. Taken together these will ensure that the DPC remains sustainable in financial and organizational terms through a period of change.

The DPC is a dynamic organization so strategic insights on gradual but continuous improvement will be a critical success factor for this post, such as supporting the DPC's transition to a global foundation and implementing the changes likely to arise from our recent application for charitable status. As head of HR, the postholder will guide and support the DPC staff team out of lockdown.

Immediate Tasks

- The DPC is currently constituted as a not-for-profit company limited by guarantee registered in England and Wales. It has recently completed an application for charitable status in Scotland. The post holder will help the Executive Director develop and update the operations of the organization in line with this new status.
- The DPC has recently established an office in Melbourne as it grows from a small local agency to a global foundation. The post holder will advise and support the Executive Director through this transformative process, ensuring that coherent and achievable objectives are set and reached whilst not reducing operational efficiency or delivery to existing members.
- The DPC received a mandate from its members in the form of a strategic plan. The current plan expires in August 2022 and a new plan is now in process. The post holder will contribute to this process, reviewing elements relevant to management and governance and developing a five-year financial forecast to support the plan.
- The DPC will launch its new strategic plan in September 2022, which is also the twentieth anniversary of the founding of the Coalition, at iPRES, an international conference which the DPC is hosting in Glasgow. The post holder will support the contractual and financial aspect of the iPRES conference.
- Since March 2020, the DPC has been working from home. The post holder, as Head of HR, will be responsible for planning the DPC's routes out of lock down.

5. Nature of the employment and outline of conditions

This post is available as direct employment and is not available as a secondment.

Salary and Remuneration

Employment will be under standard conditions articulated in the DPC staff handbook. The DPC's staffing structure is tied to the UK Academic-Related salary scales. The post is offered at Grade 7, points 32-39 (£35,845- £44,045) full time and on a permanent basis. The successful candidate will be appointed at a point on the scale consistent with previous employment and skills. Cost of living increases will follow those agreed each year in line with those awarded at the University of Glasgow. Increments and awards for exceptional performance will be available depending on performance, which will be appraised annually. The DPC makes employer contributions into a private pension scheme for the employee which must be matched by personal contributions from the employee. DPC staff are entitled to 30 days annual holiday, excluding public holidays.

Hours and Leave Entitlements

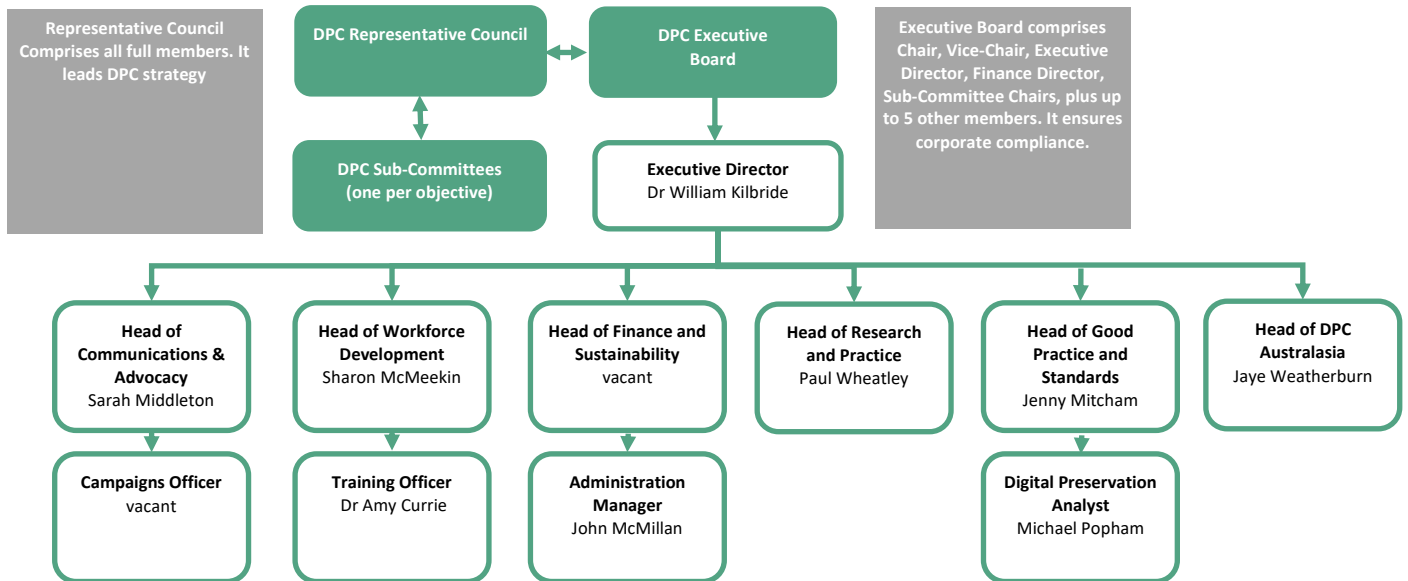
The post holder will be expected to work an average of 37.5 hours per week. There may be times when staff are required to work extra hours to deliver to tight deadlines or before a special event or project. Wherever possible, additional hours worked will be compensated by time off in lieu with prior agreement of the Executive Director. DPC employees are required to travel frequently within the UK and overseas. The first six months of employment will be probationary and subject to a satisfactory report.

Location

The DPC seeks to recruit the best possible candidate and is willing to entertain some flexibility in the place of employment. Our strong preference is to locate the candidate in

our existing offices in Glasgow. Recognizing also the current conditions of lock down, the first period is likely to involve working from home.

The post holder will report to the Executive Director, and in turn will manage one member of staff and a series of professional service providers. An outline of the DPC organizational structure is presented below as of 1st March 2021.



6. How to apply

Applications should be submitted by email to William.Kilbride@dpconline.org by the revised deadline of 0900 on Wednesday 14th April 2021.

Applications should include a cover letter (no more than one page A4) and an application form illustrating relevant experience and qualifications as well as how the candidates' skills match the person description.

Shortlisted candidates will be required to present themselves for interview by video conference on a date to be confirmed between 19th and 26th April. Candidates will be asked to undertake an exercise in preparation for the interview. Shortlisted candidates will also be asked to demonstrate their suitability for employment in accordance with relevant laws on immigration and to disclose any unspent criminal convictions.

For an informal and confidential discussion about this vacancy please email william.kilbride@dpconline.org.

Head of Finance and Sustainability: Job Description

Job Title	Head of Finance and Sustainability
Reporting To	Executive Director
Job Purpose	
<p><i>To ensure the smooth running and effective development of all DPC financial and administrative functions and to provide corporate support for operational and project planning and management, with the goal of ensuring closer and more productive collaboration within and beyond the Coalition.</i></p>	
Main responsibilities and accountabilities	
1. Advise, develop and maintain compliance and good practice in corporate policies, plans and procedures.	
2. Support operational and project planning and development with financial plans, budgeting and reporting.	
3. Provide administrative support to the Company Secretary and Executive Board.	
4. Support and encourage member participation in the DPC governance and programming, fostering continuous engagement.	
5. Support organizational change of the DPC in a dynamic environment, including internationalization and consolidation of charitable status.	
6. Manage and oversee company contractual arrangements, ensuring quality and best value for money	
7. Review, monitor and maintain general administrative support services and records management, ensuring compliance and efficiency.	
8. Oversee the budget, contractual and financial aspects of the iPRES2022 conference to be hosted by DPC in Glasgow in September 2022.	
Other responsibilities	
9. To ensure that all relevant DPC policies are applied in the post holder's work, working constructively and co-operatively with other members of the DPC team and responding to the needs of Directors and member organisations.	
10. To uphold the mandate and values of the DPC as expressed in the strategic plan.	
11. To attend as appropriate and participate in internal meetings of DPC, including staff meetings, Executive Board meetings (as required), away days, meetings with members and planning meetings.	
12. To support a Sub-Committee of the Executive Board to review progress towards relevant strategic objectives	
13. To travel within the UK and overseas as required	
14. To contribute to the corporate and business planning of DPC as required.	
15. To represent and promote DPC and its work positively in all internal and external dealings.	
16. Any other duties that could reasonably fall within the role.	
Changes to the job description	
<p>This is a description of the job as it is presently constituted. DPC will review job descriptions periodically to update them in consultation with the post holder. It is the aim of DPC to reach agreement on any changes but if agreement cannot be reached, the organization reserves the right to insist on such changes to the job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.</p>	

Person Specification¹
Qualifications, Skills, Experience, Knowledge
<p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • Part-qualified accountant, accounting technician or equivalent experience, knowledge, and skills <p>Desirable:</p> <ul style="list-style-type: none"> • Degree in business management or other relevant subject • Credentials or membership from relevant professional organization
<p>Skills</p> <p>Essential:</p> <ul style="list-style-type: none"> • Ability to deliver effective financial and administrative solutions and improvements to meet staff, board, funder and stakeholder needs • Ability to produce and maintain financial and operational policies and procedures to meet legislative and good practice standards • Ability to produce and monitor, accurate and high-quality cash flows, budgets, forecasts, and financial reports in a variety of formats • Ability to communicate financial information to a range of audiences • Ability to use technology to implement new systems and approaches • Ability to plan, manage and prioritise own workload and work with a high degree of autonomy to strict deadlines • Ability to use all aspects of Office 365 • Excellent communication and interpersonal skills <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to apply full cost recovery approaches • Ability to use accounting software, particularly Sage 50 • Ability to provide responsive support to a corporate team with remote workers • Flexible, proactive and innovative approach to problem solving • European language
<p>Experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Significant experience of financial management, reporting and budgeting • Experience in banking and cash handling that demonstrates capability and trustworthiness • Experience of corporate administration • Experience of office management including contracts, records management and HR administration • Experience of financial planning and support for funded projects • Experience of working to tight deadlines <p>Desirable:</p> <ul style="list-style-type: none"> • Reporting as a charity to OSCR or the Charity Commission • Working internationally • Experience in Sage accounting software • Experience in a small to medium enterprise • Experience of corporate governance support and reform • Experience of high level of responsibility for budget setting and financial forecasting • Experience of administering grant-funded projects • Experience of administration in a research or teaching environment • Experience of writing and maintaining financial policies, plans and procedures • Experience of working as an office manager or similar • Experience of working in a membership organization, not-for-profit or charity • Experience of ensuring pension compliance • Experience of premises management

¹ We encourage applications from diverse candidates with diverse skills. Applications are encouraged even when there is doubt as to whether criteria are met, allowing the recruitment panel to determine if qualifications, experience, skills and knowledge are sufficient.

<p>Knowledge</p> <p>Essential:</p> <ul style="list-style-type: none"> • Excellent knowledge of all aspects of Office 365 or equivalent • Understanding of project budget setting, monitoring and reporting • Understanding of statutory and regulatory management and governance frameworks in a small business • Knowledge of Company, Employment, Pension and Financial UK Legislation and guidelines <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of full cost recovery approaches • Understanding of relevant health and safety regulations • Understanding of procurement and contracting processes for small organisations
<p>Job Features</p> <p>Planning and Organizing</p> <ul style="list-style-type: none"> • Providing financial reports and projections for the Executive Director and Board • Providing planning and budgeting support for DPC strategy, business, and financial planning as required • Developing, planning, and monitoring project budgets as required • Providing financial support for funding bids and externally funded projects • Ensuring all staff have access to up-to-date core corporate information (plans, budgets, employment and operational policies, procedures, membership data) via a shared online resource • Preparing for annual audits and liaison with the auditor • Overseeing company contractual arrangements including lease, insurance, consultants, and suppliers • Ensuring corporate policies and procedures are maintained and implemented <p>Decision Making</p> <ul style="list-style-type: none"> • Identifying financial opportunities, options and issues • Ensuring best value • Identifying opportunities to improve resource efficiency and income generation • Managing resources and budgets relating to finance and administrative support services <p>Internal / External Relationships</p> <ul style="list-style-type: none"> • Managing administrative staff • Managing effective, productive relationships with members, stakeholders, colleagues, funders, and Directors for member benefit • Identifying staff and Board financial and administrative support needs and expectations in order to improve corporate efficiency and effectiveness • Contributing to an effective DPC staff team and an effective Board <p>Problem Solving</p> <ul style="list-style-type: none"> • Managing financial, procedural and administrative problems and delivering effective solutions to DPC staff, Directors and members • Managing premises and corporate systems to deliver optimum shared member benefits • Creative, innovative problem solving <p>Other</p> <ul style="list-style-type: none"> • Ability to travel widely in the UK and Europe • Ability to work flexibly • Ability to work unsupervised <p>Additional DPC information</p> <p>The Digital Preservation Coalition (DPC) exists to secure our digital legacy.</p> <p>We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance; and we seek to be a community scaled to a global challenge. These seven themes constitute our high-level strategic objectives and are described more detail in our strategic plan which was adopted in January 2018.</p>

DPC is a company limited by guarantee, founded in 2002 and governed by an Executive Board nominated by full members of the Coalition. An application for charitable status is in process at the time of writing. DPC has a small permanent staff of ten, supplemented by specialist project staff and contractors, with offices in Glasgow, Melbourne and York. The staff structure mirrors our strategic plan: the Executive Director leads the organization while staff manage and report progress towards one or two strategic objectives each. A Sub-Committee of the Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis.

More information about DPC is available at <http://www.dponline.org/>

Dimensions

The DPC:

- Communication and consultation with DPC's 115 members, especially our 32 full members.
- Knowledge exchange with an international community of around 3000 people.
- Staff complement of 10
- Annual turnover of 800K GBP
- Approximately 20 partners on joint projects and initiatives
- Communication of learning from 3-5 research projects and approx. 15 development projects annually
- Reporting to funders and project coordinators for 3-5 research projects annually
- Writing 3-5 funding applications annually

This Role:

- Strategic development of one of DPC seven core objectives.
- Administer 6-8 new members annually.
- Manage one member of staff (Administration Manager)
- Reporting to DPC Sub-Committee every 3 months
- Arranging and attending 4 board meetings annually and one AGM
- Liaison with auditor, payroll systems, pension advisors, IT contractors, administrative support staff, events management and other contractors
- Travelling most months with overnight approximately once per quarter (pre Covid 19 conditions)

Organization Chart

