



## POSITION PROFILE

Director of Finance &  
Corporate Services



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Dear Candidate,

Thank you for your interest in becoming the Director of Finance and Corporate Services at the Royal College of Physicians of Edinburgh.

Our purpose, which is at the heart of everything that we do, is to promote and improve the science and practice of medicine. Key to the College's success over the last 343 years has been our unfaltering focus on our purpose and, for the senior leadership team, this is demonstrated in our relentless drive to deliver this worldwide, both now and in the long-term.

You will be joining the College at an exciting time, with circa 15,000 Fellows and Members in over 100 countries, we bring together an international community of inspirational physicians who strive to ensure that patients receive the highest standards of care by providing lifelong education and training opportunities, and (through the Federation of Royal Colleges of Physicians of the UK) the post-graduate MRCP(UK) qualification. By pursuing clinical excellence and the best possible patient care, we are here to support and nurture both the current and critically, the next generation of physicians. You'll be joining a vibrant community of just over 80 staff across three departments, all based in our historic New Town campus in Queen Street, Edinburgh.

The Director of Finance and Corporate Services is a business-critical role and will directly contribute to ensuring the College remains efficient, financially sustainable and effectively positioned to meet the changing needs of Fellows, Members and staff alike. As part of a small senior leadership team, you will report directly to and support the Chief Executive Officer and wider organisation, as we embark on a period of transformational change. You will be expected to deliver both operational and organisational best practice; the development of new and bespoke financial reports; the modernisation of existing systems, processes and procedures; and the development of new and bespoke financial reporting.

To be successful in this role you'll bring experience with a sustained track record of achievement in the roles that you have already held. You'll be ambitious to continue to build on the momentum already achieved and have the ability to become a key influencer across the College community. Above all, you'll have a can-do attitude, a desire to improve how we do things, and, critically you'll be a team player.

If your professional goals align with these expectations and you are excited about the prospect of joining the College, we would be delighted to hear from you.



**Keith McKellar**

CEO, Royal College of Physicians of Edinburgh





Established by Royal Charter in 1681, The Royal College of Physicians of Edinburgh's ("the Colleges") mission is to promote and improve the quality of health and patient care worldwide.

The College is an independent charity which enables a worldwide community of physicians and their teams to advance the health of the global population and planet for the long-term benefit of society. It is a progressive organisation committed to being the voice of its Fellows and Members, setting professional standards, influencing health policy, and promoting equality and human rights.

With c15,000 Fellows and Members in over 100 countries, we bring together an international community of inspirational physicians who strive to ensure that patients receive the highest standards of care by providing lifelong education and training opportunities. By pursuing clinical excellence and the best possible patient care, we are here to support and nurture the next generation of physicians.

To support our core mission and our ambition to be the College of choice for physicians and related specialties internationally, we have developed four strategic aims:

- To be the voice of the profession in shaping and influencing healthcare policy, maintaining and improving standards in education and training and informing the public about key healthcare issues
- To deliver lifelong learning to improve the practice of medicine by: delivering a programme of outstanding, accessible education; collaborating with other UK colleges and using our library and heritage resources
- To grow our college community by increasing Fellowship and Membership, promoting the value and benefits of belonging to an international community of physicians and their teams
- To set and maintain standards in healthcare governance

**Our Values** are what we stand for. They are our guiding behaviours and directly influence how we do what we do:

- To be inclusive and accessible
- To act with integrity and professionalism
- To be committed to sustainability

The College is committed to setting the standards for valuing **equality, diversity and inclusion** of gender, ethnicity, culture, sexual orientation and identity, age, language, disability, and religion, for participation in the College's activities, leadership, and governance. We are therefore committed to championing and advancing Equality, Diversity and Inclusion within the College and its membership by endorsing the core principles of:

- Creating an inclusive culture
- Promoting equity in medicine



# The Organisation



- Addressing inequalities in health
- Addressing discrimination
- A Commitment to eliminating racism

The Federation of the Royal Colleges of Physicians is a collaboration between the three UK royal colleges of physicians: [Royal College of Physicians of Edinburgh](#), Royal College of Physicians and [Royal College of Physicians and Surgeons of Glasgow](#). With the key aim of supporting the education, training and assessment of doctors for the benefit of their patients, it develops and delivers services at every stage of a doctor's career including:

- Continuing professional development
- Examinations (Membership of the Royal Colleges of Physicians of the UK)
- Training (delivered via the Joint Royal Colleges of Physicians Training Board – JRCPTB)





With accountability for the financial stewardship of the College (c£8 million budget/turnover) encompassing effective financial control and reporting, you will have overall responsibility for the strategic development and operational success of the corporate functions of the College to ensure the consistent planning and delivery of strategic objectives.

As part of a small Senior Leadership Team, you will directly support the Chief Executive Officer and wider organisation as it embarks on a period of transformational change to modernise existing systems, processes and procedures, embrace both operational and organisational best practice and ultimately ensure the College remains efficient, financially sustainable and effectively positioned to meet the changing needs of staff and members alike.

To have a **positive impact** in this role you will:

- Develop new and bespoke financial reports, utilising the College's finance system (Sage), that enable informed decision making through the provision of timely and accurate information
- Oversee the IT service provision, embedding a strategic approach that embraces new technology, promotes IT security and compliance and ultimately ensures internal business systems are fit for purpose and meet both the current and future needs of the College
- Embed a proactive approach to risk management guaranteeing the appropriate focus on the identification of risk and its mitigation, thus ensuring the College remains a resilient business
- Maximise the commercial revenue opportunities associated with the College's event and conference facilities, including ensuring the effective use and management of relevant assets
- As a member of the Executive Leadership Team, work collaboratively to ensure the delivery of the College's vision, values, business plans and strategic objectives, providing constructive challenge out-with your area of functional expertise as appropriate

## **Duties and Responsibilities:**

- Lead and manage the finance function to support both financial decision-making and the achievement of the organisation's strategic goals, whilst also ensuring compliance with all statutory and related accounting and tax regulations
- Lead and manage the corporate services function including HR, IT, Estates and Events, promoting and supporting a culture of continuous improvement
- Drive excellence, efficiency and effectiveness across all corporate functions and develop a strong internal customer orientation and 'enabling' ethos
- Oversee the monthly management and annual statutory accounts process, driving cost control and operational efficiency across the organisation through increased visibility and transparency
- Development and presentation of bespoke financial reports and analysis to the Senior Leadership Team (monthly), Board (bi-monthly), Council (bi-monthly) and both Finance and Audit & Risk committees
- Manage the strategic, business and budget planning processes, ensuring ongoing sustainability of future strategic governance



- Ensure the appropriateness of the key assumptions included in the College's financial planning and annual budget processes, providing advice to senior management colleagues whilst also monitoring and reporting progress against organisational goals and objectives
- Regular engagement with key budget holders to support ongoing monitoring of financial performance – empowering them through the provision of meaningful and bespoke financial information (including the true cost of service provision) to facilitate and improve the decision-making process
- Ongoing review and development of financial systems, controls and procedures, promoting and embedding best practice as appropriate, identifying opportunities for operational efficiencies and ensuring robust financial management and control
- Undertake project appraisals and the financial aspects of business cases (e.g. new business or investment proposals) identifying issues and risks arising
- Oversee all risk management activities encompassing regular reporting and engagement with both the Finance and Audit & Risk Committees
- With strategic oversight of the HR function, work with and support the HR Manager to ensure all HR priorities and activities are aligned to the College's core values and fully support the achievement of both strategic and operational goals
- Embed a culture of learning and development that ultimately ensures all staff are appropriately qualified, experienced and skilled in order to deliver the services required by the College
- Lead the development of an IT Strategy aligned to the overall College strategy and the changing needs of both internal staff and members alike
- As a key member of the Senior Leadership Team, you will directly support the Chief Executive in leading the organisation through a time of transformational change and assist in the development and delivery of the strategic plan
- Contribute to both the strategic and ongoing financial governance of the Federation through attendance and active contribution at both the Executive Management and Finance Director committee meetings





The role requires a qualified accountant who is an inspiring, solutions-focused and forward-thinking leader with relevant experience in directly managing multidisciplinary teams. You will be an accomplished communicator able to build and maintain strong working relationships with a range of stakeholders.

- Experience in leading and managing a finance function that consistently delivers high standards and meets both internal and external deadlines
- A proven track record in building capacity, developing and leading high-performing multidisciplinary teams coupled with the ability to develop and maintain a collaborative culture, challenging constructively as required
- Highly analytical with the ability to get “behind the numbers” to allow well-informed and commercial decisions
- Proven track record in strategic planning and supporting the decision making process through the provision of meaningful financial information and analysis
- Excellent understanding of financial governance and risk and evidence of strong contributions to risk management processes at senior management or Board level
- Previous experience of continuous improvement and developing robust financial controls and procedures
- Experience of successfully driving change initiatives from inception through to conclusion
- Experience in utilising technology, existing and emerging, to deliver performance improvements and efficiencies
- Direct involvement in providing both financial and commercial advice, guidance and support to operational staff
- Excellent stakeholder management experience (including internal customers, Board Trustees and external parties) coupled with a strong track record in building personal credibility, relationships and networks
- A proven ability to prioritise, make decisions and provide clear leadership and accountability





<b>Salary:</b>	£70,074
<b>Pension:</b>	Private Pension (including 9% employer contribution)
<b>Holidays:</b>	25 days plus 7 nominated public holidays

NB: The College is also closed between the 23<sup>rd</sup> December and 3<sup>rd</sup> January.

## The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James. Livingston James will conduct initial conversations prior to discussing candidates with the College at the shortlist meeting.

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to [douglasadam@livingstonjames.com](mailto:douglasadam@livingstonjames.com).

*Royal College of Physicians of Edinburgh is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.*

