



## **JOB VACANCY ANNOUNCEMENT**

# **DIRECTOR OF FINANCE & PERSONNEL**

## **International Foundation for Integrated Care**

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**Part-Time: 0.5/0.6 WTE (negotiable)**

**Salary: Grade 8 (€72,000 to €84,000 pro-rata)**

**Location: Oxford, UK**

**Start Date: June 2016 (negotiable)**

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### **Job Description**

The International Foundation for Integrated Care (IFIC) is looking to recruit a Director of Finance to join the IFIC Executive Board and work alongside its core team in Oxford, UK. As an ex-officio Director of IFIC, the Director of Finance will provide expert support and leadership in the management of IFIC's financial affairs, in the administration of its EU and international projects, and in the management of its human resources.

Accountable to the IFIC CEO, the primary purpose of the position will be to ensure the overall effective financial management and reporting for IFIC and actively contribute towards the financial planning and strategic growth of the organisation as a key member of the IFIC Executive Board team.

The principal duties of the Director of Finance & Personnel will be as follows:

#### *Financial management*

- To support the upgrade, and oversee the administration of, IFIC's accounting and financial management systems
- To understand and execute strategies to ensure IFIC's financial and legal responsibilities are fully met, especially regarding VAT and other tax obligations and insurances that are required in the different countries within which IFIC undertakes its business
- To prepare monthly financial updates of income and expenditure
- To establish budget forecasts of income and expenditure
- To provide bi-monthly forecasts of income and expenditure including a cash-flow assessment
- To prepare the annual accounts and ensure that these are evaluated by an external auditor/accountant
- To otherwise lead and initiate liaison with auditors, business advisors and funding partners

- To line manage and support the team administrator in the management of financial processes (e.g. invoicing and accounting processes)
- To oversee the management of all IFIC contracts
- To act as IFIC's representative and signatory on all financial matters related to such contracts
- To establish a 'finance committee' with the IFIC CEO and Treasurer to review budget and financial performance; examine financial strategy, planning and policy; and to ensure effective auditing of IFIC's accounts

#### *European Union R&D Projects*

- To be fully conversant with EU policies and regulations regarding the financial management and auditing of EU project funding
- To oversee the financial management of EU projects including understanding the terms of EU contracts and the development of financial reports
- To oversee the management of IFIC/project expenditures, including the management of timesheets/workbooks to ensure IFIC staff time is properly accounted for to EU projects (and for wider accounting purposes)
- To ensure that the financial income and expenditure from EU projects is adequately provided within the accounting process, including separate accounting for each project in the yearly financial accounts

#### *Staff Management and Human Resources*

- To oversee and develop IFIC's human resource policies
- To ensure staffing levels are maintained, recruiting effective staff as necessary, in line with relevant policies and procedures
- To effectively manage the performance of staff team members, including support for ongoing training and development
- To lead in the establishment of an IFIC staff pension scheme and take responsibility for all statutory returns in the management of said pension scheme

#### *Business planning*

- To monitor and report on the quality and cost-effectiveness of services provided by the different business lines of IFIC
- To support the IFIC CEO in the development of the yearly annual report and forward view
- To support the IFIC CEO and IFIC Executive Board in the development of IFIC's longer-term strategic business plans

In addition to these responsibilities, the post-holder will:

- adhere to the organisation's culture and values;
- be aware of and adhere to, any legislative requirements consistent with the overall duties of the post;
- work with the CEO to support any training and development needs;
- work with the CEO to help build a team of key personnel in supporting the post-holder undertake their duties effectively; and
- carry out any other tasks that, from time to time, will be allocated by the CEO on an ad hoc basis commensurate with the general level of responsibility of the post.

## Person Specification

The preferred candidate will need to provide evidence of their suitability for the post based on the following key criteria:

### Essential

#### *Experience*

- Experience as a financial manager within the university, third-sector and/or customer-driven environment;
- Experience in managing contracts and finances for an organisation that works internationally across multiple jurisdictions;
- Significant experience in direct management and control of a minimum £1m turnover operation;
- Proven experience of budget preparation, setting and monitoring and financial forecasting;
- Proven experience of preparing and presenting financial and management accounts, reports and data;
- Experience of liaising with auditors, business advisers and board members;
- Experience, or knowledge of, working within large EU research and development projects;
- Experience, or knowledge of, the management of human resources;
- Experience in building and managing a team to support the effective development of financial and human resource operations

#### *Knowledge/qualifications*

- Qualified accountant (e.g. to at least CIMA, ACCA, ACA or CIPFA level in the UK or equivalent overseas qualification);
- Good working knowledge of current accounting software systems;
- Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock

#### *Skills/abilities*

- Excellent communication; both oral and written and excellent interpersonal skills
- Proven report writing skills
- Excellent IT skills (Word, Excel, Outlook)
- Proven ability to liaise with statutory agencies in the Netherlands and UK, and knowledge of practices in regard to other countries across Europe and abroad
- Team Leader/Player
- Ability to set targets, motivate and inspire staff to achieve targets
- Ability to prioritise responsibilities under pressure and be self-motivating
- Personal Integrity and Confidentiality
- Excellent time management skills
- The ability to build positive relationships with colleagues that establish confidence and trust as part of a multi-professional research team drawn from different countries across Europe

#### *Desirable*

- Understanding of the importance of integrated care in the future of health and care systems internationally
- A desire to promote health and health improvement at the international level
- Language skills other than English

## How to Apply

Candidates interested in applying for the position of Senior Fellow in Integrated Care are requested to send the following information:

- Curriculum vitae
- Covering letter outlining the reasons for the candidate's interest and suitability for the position and explaining how they meet the requirements for the post.
- Three professional or academic references appropriate to the position

Please submit applications by e-mail to both Dr Nick Goodwin, Chief Executive Officer, at [nickgoodwin@integratedcarefoundation.org](mailto:nickgoodwin@integratedcarefoundation.org) and Georgina Ferrer, Team Adminsitrator, IFIC at [georginaferrer@integratedcarefoundation.org](mailto:georginaferrer@integratedcarefoundation.org)

**\*\* The deadline for applications is 18.00 (GMT), Friday 15<sup>th</sup> April 2016 \*\***

Shortlisted candidates will be asked to attend a virtual interview (by Skype or Webex) at a time suitable to the candidate and representatives from the IFIC Executive Board within 4 weeks of the closing date for applications.

If you have any questions about this post, or you would like further information about IFIC, then please contact Dr Nick Goodwin at the e-mail address provided above.

## About the International Foundation of Integrated Care

The International Foundation for Integrated Care (IFIC) is a membership-based Dutch Foundation which was instituted in Utrecht in October 2011. IFIC has a small core team that administers the Foundation's affairs from its offices in Oxford, UK.

The main aim of IFIC is to develop a network that crosses organisational and professional boundaries to bring people together to advance the science, knowledge and adoption of integrated care policy and practice. As a not-for-profit Foundation, IFIC seeks to achieve this through the development and exchange of ideas among academics, researchers, managers, clinicians, policy makers and users and carers of services throughout the World.

IFIC has a growing range of activities that support of its mission. This includes:

1. The **International Journal of Integrated Care (IJIC)** - a peer-reviewed and open access electronic journal that publishes original articles in the field of integrated care ([www.ijic.org](http://www.ijic.org))
2. A **Conferences and Events** programme, including the 'flagship' event of the Foundation held in the Spring (Mar-Apr) in Europe as well as World Congresses organised in our emerging 'hubs' in the Asia-Pacific and the Americas
3. The **Integrated Care Academy** © that organises or contributes to a growing range of educational programmes that includes taught courses, webinars, study visits, workshops, summer schools and other activities
4. A **Research and Development** faculty that works in partnership with IFIC members and external academic centres internationally on a range of research and consultancy projects with a specific focus on EU-funded consortium projects
5. A **Membership Forum** that is developing a pro-active web-enabled networking site for members including special interest groups (SIGs), blogs, newsletters and other forms of communication to support the ambitions of IFIC's followers and members.

For more information about IFIC, and its various work streams, please visit our website which can be found at [www.integratedcarefoundation.org](http://www.integratedcarefoundation.org)

IFIC is an organisation committed to diversity and equal opportunities