



**Royal Star
& Garter**

Care with courage



Financial Controller

Candidate information pack





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Welcome to Royal Star & Garter

Thank you for your interest in becoming our new Financial Controller.

For over a century we have provided outstanding care for men and women who have served in the UK's Armed Forces and who now live with a disability or dementia. Our aim is for beneficiaries to live their lives to the full.

We have a hard earned reputation for the quality of care we provide, and set the highest standards in all our services. We have invested significant sums in creating three state-of-the-art care homes and are now committed to extend the range of care we provide.

As a key member of the leadership team, you will need to have a strategic mindset, while be willing to be 'hands on' as necessary with our high performing, finance team.

We have a flexible working culture and are always looking for talented people to join us. If you share our commitment and bring the skills and leadership qualities we would love to hear from you.

Malcolm Munro-Faure
Director of Finance

The role at a glance

Location: Hybrid – home & Central Services Office, Hampton, TW12 2NP (2-3 days per week). Some time in our Homes will also be required.

Hours: 35 per week

Salary: to £75,000

Reports to: Director of Finance

Contract: Permanent



Job description



1. Lead the Finance Team to deliver an outstanding service to residents and their families, staff and trustees
2. Control our accounting systems to ensure compliance and sound financial control of all income and expenditure.
3. Deliver timely management information, analysis and reports.

Financial Control

- Manage effective financial systems, procedures and controls which are documented and applied throughout the charity.
- Oversee monthly reconciliation processes which are properly documented and where discrepancies are investigated and resolved for all bank and control accounts.
- Ensure all entries in the accounting systems are accurately processed and properly supported by authorised documentation which is filed with a full audit trail.

Budgeting and Management Information

- Provide financial information/ reports / analysis to meet the needs of governors, directors and managers on a timely basis.
- Manage preparation of the annual budget: provide an effective template for directors and managers, and ensure completion, review and approval to timetable.

Income and Expenditure

- Oversee efficient and effective fee invoicing/ debt recovery processes.
- Manage correct payment and accurate recording of properly authorised invoices in an efficient and timely manner.
- Prepare analyses/ reports to support directors/ managers on financial issues, for example, staffing, grant applications, significant revenue or capital expenditure, VAT and tax.

Job description cont/d



Finance Services

- Work with the People and Finance teams to ensure that the payroll and pension systems operate effectively and all statutory obligations are met.
- Work with Charity Secretary to prepare insurance renewal.
- Support Finance Director and Finance Committee as required.

Accounting Systems

- Lead the Finance Team so it makes full use of the processing and reporting facilities in the finance systems.
- Periodic review of procedures and processes to ensure they are efficient and in line with best practice.

Meeting Statutory Requirements

- Prepare annual accounts for the charity, Property and Promotions companies, ensure they meet statutory and accounting requirements and liaise with external auditors.
- Ensure full compliance with charity, company, tax and other legislation and regulations.

Management of Staff

- Lead the Finance team effectively to deliver best practice.

Person specification



Essential behaviours

- Committed to an open, professional and respectful culture
- Excellent, clear and confident communicator both verbally and in writing
- Uncompromising passion for quality
- Resourceful, creative problem solver
- Organised, practical and hands on
- Tactful, insightful and results orientated

Essential experience

- Leading a finance team
- Setting and delivering effective financial and budgetary management
- Project management
- Service development – streamlining/ transforming/ improving efficiency and effectiveness in a digital environment.
- Motivating individuals and teams during periods of change

Desirable experience

- Professional qualification eg ACA or ACCA
- Change management – achieving effective change - leading or as part of a team.
- Quality improvement/assurance – using data to help improve quality and performance.



Conditions of employment



Any offer of employment made will be subject to the following conditions:

- Satisfactory references covering the last five years including from your current or most recent employer
- Pre-employment medical screening
- Evidence that you have been vaccinated against Covid-19 or are medically exempt (through the NHS App)
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK

Confirmation in post will be subject to:

- A satisfactory 3-month probationary period

How to apply



To apply for this role submit a CV and a brief supporting statement of no more than two sides by **midnight** on **Monday 13th June**. Please apply via the microsite.

Hays recruitment specialists are supporting us with this recruitment. If you have any questions or would like further information about this position, please contact James Brent james.brent@hays.com Tel: 07811398920

Selected candidates will be invited to the following interviews:

- First interview – Director of Finance & Director of People
- Informal meeting with other members of the Executive team
- Second interview – Director of Finance & Chief Executive

You will be invited to make a short presentation at both interviews.

You can find more information about us at: <https://starandgarter.org>

Our values




With love

We carry out our work with love, care and compassion.



Living positively

We are optimistic in everything we do, supporting veterans and their partners in leading happy, fulfilled lives.




As a family

We work and live as one team, one family, one community.




Standing in their shoes

We show admiration and respect for people and never forget what they have done.



Take courage

We are not afraid to do what is right and what is needed.



Our offer to you



We strive to offer you a good package of benefits

- Salary of up to £75,000 per annum, based on 35 hour week
- Employer Pension Contribution of 7.5% provided the Employee contributes 5%
- 25 days holiday per annum plus bank holidays (pro-rata for part-time)
- Life insurance of 3 x salary (until age 70)
- 2 months full sick pay, 1 month half pay before statutory sick pay
- Access to appropriate professional bodies and payment of membership fees after 6 months of employment
- Learning and development opportunities to support you in your role



About us

Our mission

Royal Star & Garter was founded in 1916 to care for the severely injured young men returning from the battlegrounds of the First World War. Today, our mission is to provide an outstanding range of quality care and therapies to veterans and their partners living with disability or dementia.

Our care

We provide loving care for veterans and their partners who live with disability or dementia in three state-of-the-art Homes, ensuring they are respected as individuals. We meet their needs in an appropriate, personalised and compassionate way and this is supported by highly skilled and motivated staff. We constantly evolve our services and innovate our care to meet present and future need and this now includes younger veterans, a day care service and plans for an outreach project later this year.



About us

Our future

Today, we run three Homes where we deliver an unparalleled level of specialist nursing care for veterans and their partners, including award-winning dementia care. We are developing our services to provide day care across all three Homes, an outreach service and care for younger veterans.

Our knowledge

We have over 100 years' experience in providing pioneering nursing and therapeutic care to veterans living with disability and dementia. We are committed to sharing our knowledge and skills with other organisations to promote better care for all veterans and older people. We partner with health care, military and academic organisations for the benefit of our local communities.

Sharing our experience

We are passionate about innovation in our care to improve the lives of veterans and their partners and we are ideally placed to provide training. Our Homes offer military nursing student training and placements to Nursing Associate Trainees as part of an NHS pilot scheme.

Solihull

Our Solihull Home offers a warm welcome to residents and their families. The Home is rated 'Outstanding' by the Care Quality Commission in all five areas and staff provide specialist dementia and nursing care tailored to the needs and wishes of each individual. Every aspect of the Home has been designed with our residents' well-being in mind.



High Wycombe

Our High Wycombe Home is our newest and has been designed for the comfort and well-being of our residents. Specialist nursing and dementia care is offered in a relaxed, homely environment, where residents can enjoy the many activities, share their day with friends or enjoy time in the spacious lounges and landscaped gardens.



Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist nursing and dementia care in comfortable surroundings, where the focus is always on the individual.

