

# *Head of Finance Operations*

## *Candidate Information*

## Welcome

Thank you for your interest in the Head of Finance Operations role.

This pack is designed to provide you with background information to help support your application. For more detailed information about Cancer Research UK, please visit [www.cancerresearchuk.org](http://www.cancerresearchuk.org)

Cancer Research UK's work is funded almost entirely by donations from the public. When our supporters make sacrifices in order to give their money to us, they do so in the expectation that we are making the biggest impact we can on beating cancer. If we don't look after their money properly, they may lose faith in us. And that puts the charity's future and life-saving research at risk. The Finance department plays a crucial role in looking after our money and our reputation.

Our total annual income is over £475,000,000 and that money comes in as millions of individual amounts, from donations and legacies to sponsorship and shop sales. We then pay it out in hundreds of thousands of individual amounts to researchers, suppliers, employees and others. So there is a lot for our Finance department to look after. The department must help keep our money and assets safe; make sure we are getting the most out of them; and make sure that Cancer Research UK complies with relevant law and regulations.

We now plan to create a financial shared services model at Cancer Research UK to manage our financial transactions. The Head of Financial Operations will establish this model, bringing together the teams that handle our receipts, payments, accounts, taxes and financial compliance to deliver excellent, efficient and well controlled services for all our customers.

I look forward to working with the new Head to deliver Cancer Research UK's strategic goals.

**Bob Miles**  
**Finance Director**  
**Cancer Research UK**

## Cancer Research UK

### Our vision

## *Together we will beat cancer*

Our vision is a statement of what we aspire to, why we exist and the impact we would like to have on society.

### Our purpose

Our vision of beating cancer is an enormous challenge. These four purpose statements set out how we address that challenge.

1. We carry out world-class research to improve our understanding of cancer and find out how to prevent, diagnose and treat different kinds of cancer
2. We ensure that our findings are used to improve the lives of all cancer patients
3. We help people to understand cancer, the progress we are making and the choices each person can make
4. We work in partnership with others to achieve the greatest impact in the global fight against cancer

### Our goals

In May 2007 we launched ten goals that will shape our work over the next decade and beyond.

To achieve these goals, we form partnerships with other charities and medical research organisations, as well as professional and public health bodies, pharmaceutical companies, the Government and our supporters – whose dedication is essential to our progress.

### **We are working with our partners to achieve the following goals by 2020:**

1. People will know how to reduce their risk of cancer – Three-quarters of the UK public will be aware of the main lifestyle choices they can make to reduce their risk of getting cancer
2. The number of smokers will fall dramatically – Four million fewer adults will be smokers, preventing thousands of new cases of cancer every year
3. People under 75 will be less likely to get cancer – The chances of a person developing cancer up to the age of 75 will fall from more than one in four to one in five
4. Cancer will be diagnosed earlier – Two-thirds of all cancer cases will be diagnosed at a stage when the cancer can be successfully treated
5. We will understand how cancer starts and develops – We will have a detailed understanding of the causes and changes in the body in two-thirds of all cases of cancer
6. There will be better treatments with fewer side effects – Treatments that accurately target the cancer and have few serious side effects will be available for at least half of all patients

7. More people will survive cancer – Survival rates for all common cancers will increase, with more than two-thirds of newly-diagnosed patients living for at least five years
8. We will especially tackle cancer in low income communities – The differences in the risk of dying from cancer between the most affluent and the least affluent will be reduced by half
9. People with cancer will get the information they need – At least nine out of ten patients will be able to access the information they need at the time of diagnosis and during treatment
10. We will continue to fight cancer beyond 2020 – Sufficient scientists, doctors, nurses and infrastructure will be in place to ensure continued rapid progress in the fight against cancer beyond 2020

### Our impact

Cancer Research UK's work has saved millions of lives in the UK and across the world. Cancer survival rates have doubled in the last thirty years and our work has been at the heart of that progress.

We take scientific research all the way from the laboratory bench to the patient's bedside, funding the work of more than 4,500 researchers, doctors and nurses throughout the UK. We support over 100 clinical trials, testing exciting new drugs and treatments for cancer.

For more information about our progress and impact on beating cancer, please visit [www.cancerresearchuk.org](http://www.cancerresearchuk.org)

### Our key decision makers

A number of bodies work together to ensure that Cancer Research UK makes the best use of the funds we receive and continues to carry out world-class research.

The key decision makers for the charity are as follows, to find out more please visit [www.cancerresearchuk.org](http://www.cancerresearchuk.org)

- Our Chief Executive, Harpal Kumar
- Our Executive Board, which is responsible for the management of the organisation. To help us achieve our ambitious goals, our Council of Trustees and Executive Board plan where we invest our time, money and expertise. They are responsible for setting out our short-term and long-term strategy, covering everything from scientific research and fundraising to resources. The Executive Board also propose our annual budget, which is then submitted to the Council of Trustees for approval.
- Our Scientific Executive Board, the role of the Scientific Executive Board (SEB) is to develop and implement the organisation's scientific strategy and policy.
- Our Trustees. Cancer Research UK, a company limited by guarantee and a registered charity, is governed by a Council of Trustees, the Charity's board of directors. Council's role is to set the Charity's strategic direction, monitor the delivery of the Charity's objects, uphold its values and governance and guide, advise and support the Chief Executive, who leads the Executive Board towards achieving the Charity's vision and purpose.

## Cancer Research UK's Finance Department

### Who are we?

The Finance department is an integral part of the Corporate Resources directorate (alongside Property Services, Procurement, Legal and Treasury), which was established to provide infrastructure support for Cancer Research UK. There are five key aims in the newly-developed Corporate Resources strategy, which form the basis for our 2009/2010 operating plan: Efficiency, Value, People, Environment and Governance. This means that everything we do should align with delivering against these themes.

The Finance department helps Cancer Research UK use its resources effectively to achieve its vision and goals. We do this by:

- managing financial transaction processes efficiently
- maintaining a strong internal financial governance and control environment
- ensuring compliance with financially-based laws and regulations
- making available targeted, financially-based performance reports
- providing high quality financially-based information and advice to decision makers.

There are nearly 100 members of staff working across the different teams in the Finance department, including 50 in the new shared services area.

We aim to promote a strong customer service ethos in our Finance teams to help us focus on delivering results which enable Cancer Research UK to succeed. We work in collaboration with our colleagues across the charity. The new model for the function as a whole will enable our customers to benefit from both the essential services provided by a high-quality transaction processing area (shared services) and from the tailored financial management support provided by their dedicated business partner team.

The Head of Finance Operations will be a member of the Finance leadership team, promoting integrated ways of working across the department and the rest of the charity. As this is a new role, a significant focus will be to establish Finance Operations as a recognised and trusted centre of excellence in Cancer Research UK.

### Why should you join our Finance team?

Difficult economic times, such as those we are currently facing in the world, lead to an increased focus on rigorous financial discipline. As an organisation funded almost entirely by donations from the public, we have even more of a responsibility to ensure that our supporter's money is put to the best possible use. Working with your colleagues in Finance and across the charity, you will play a vital role in ensuring we meet these requirements and that our finances are managed as efficiently and effectively as possible.

Cancer Research UK is a diverse organisation with a dynamic culture. A number of major projects are taking place which will further develop the way we work. This is a great time to get involved.

The thing that sets us apart is that you'll be part of something much bigger, a leading cancer research organisation, where you'll enjoy strong links with the people who carry out our

*Together we will beat cancer*



world class research, and who fundraise to support it. At the end of the day, your work will result in a better chance for the 300,000 cancer patients diagnosed each year.

**What next?**

For an informal discussion, please contact Maurice Goldstone at Allen Lane on 020 3031 963 (during work hours) or on 07540 637 275 (evenings/weekends). Alternatively, please send your CV quoting current remuneration details to [mauricegoldstone@allenlane.co.uk](mailto:mauricegoldstone@allenlane.co.uk)