

# Application Pack for Head of Finance

**Closing date: 10:00am on Monday 17<sup>th</sup> February 2025**

# Background Information

## About AvMA

Action against Medical Accidents (AvMA) is the independent UK wide charity for patient safety and justice, established over 40 years. AvMA is widely credited with both having put “patient safety” on the map and having brought about huge advances in access to justice for those patients who have been affected by lapses in patient safety (“medical accidents”).

AvMA is a unique organisation for many reasons, not least because we provide free advice and information to members of the public who have suffered injury because of negligence and substandard medical treatment. Our core advice services are our Helpline (open five days a week), written advice and information and pro bono inquest service. Through these services we help over 2,500 people a year, including signposting to accredited medical negligence solicitors where appropriate. We are constantly reviewing how best we can develop services to best meet unmet needs, we have a focus on providing up to date information through our self-help leaflets available from the website.

## Our Vision

People who suffer avoidable medical harm get the support and outcomes they need.

## Our Mission

We champion the needs of people adversely impacted by avoidable medical harm. We do this by supporting and empowering them to secure the outcomes they need, including healing for any related physical or psychological harm(s). We use what we learn from the people we support, alongside our expertise, to seek improvements to medico-legal practices through system learning and change.

## Values

Our behaviours will be driven by:

**Integrity.** We are honest and act in accordance with our values. We conduct ourselves in an open and professional way and form our views independently, recognising our primary role is to assist those who have been avoidably medically harmed.

**Independence.** We advocate for, and stand alongside, people affected by avoidable medical harm while always recognising that in every complaint and dispute there are two sides that need to be considered. We are objective and keep ourselves free from outside influences.

**Fairness.** We treat all people fairly and with dignity. We do not shy away from speaking up where we see injustices.

**Collaboration.** We work with those we support, campaign groups and charities, healthcare professionals, government, lawyers and dispute-resolution bodies to bring about change and improvements for patients who have been avoidably harmed. We are proactive in trying to reach organisations and groups that support under-represented and marginalised communities that may require our dedicated expertise.

**Empathy and compassion.** We work with people who have been avoidably harmed and their families, listening and making sure we do all we can to understand the harm they have suffered and its impacts, and support them in achieving the outcomes they are needing.

### **Our Strategic Objectives (2024-2029):**

Our strategy is available in full on the AvMA website but in summary our strategic objectives are as follows:

1. **Expanding Our Reach:** To serve a broader range of communities, ensuring that more individuals experiencing avoidable harm can access services that meet their needs.
2. **Empowerment and Support:** To empower more individuals to secure the outcomes they need following an incident of avoidable medical harm, providing compassionate and effective support throughout.
3. **Eliminating Compounded Harm:** To reduce and eventually eliminate the additional harm that individuals often face due to poor system responses following medical incidents.
4. **Sustainable Resources:** To diversify and sustain the resources and capabilities necessary to achieve our strategic goals effectively and ensure that our impact is long-lasting.

### **Our Impact**

Our impact report for 2023/24 is available on the AvMA website but a high-level summary is as follows:

- In the year 2023/2024, AvMA directly supported over 3,000 individuals with specialist advice, access to legal assistance, and in-depth guidance through our helpline.
- We championed specific campaigns, such as advocating for the rights of individuals affected by the use of vaginal mesh implants and supporting inquests to help clients gain closure.
- Our policy work focused on addressing healthcare inequalities, ensuring that those most affected by avoidable medical harm can access justice and the services they need.

These efforts are instrumental in achieving systemic change, ensuring that patient safety becomes a priority at all levels of healthcare, and that individuals receive the justice they deserve.

### **People**

Our people are our greatest asset. AvMA currently employs approximately 22 staff (many of whom are part-time), bringing a wide range of skills, experience and passion for what AvMA stands for. AvMA also benefits from a pool of dedicated volunteers and an excellent board of trustees.

### **Location**

This is a fully remote role, with the expectation that you attend approximately 8 in person meetings a year in London, (quarterly Board meetings and four All Staff days). All travel expenses for these will be covered by AvMA.

### **General Information**

AvMA does not benefit from any government grants or similar funding, we are very experienced at raising our own funds, which in turn enables us to maintain our independence and impartiality and focus on our core aims, patient safety and access to justice.

## Head of Finance key terms and conditions:

<b>Hours:</b>	35 hours a week for full time. Part time working will be considered (minimum 28 hours p/w)
<b>Salary:</b>	Circa £52,521 (pro rata if part time) point 38 on the salary scale rising to £55,625, point 41. Annual increments are paid to the top of the scale. An additional discretionary cost of living increase may be applied per annum.
<b>Holiday:</b>	25 days a year (full time), plus bank holidays. A further day's annual leave is acquired for each year of service up to five days (a maximum of 30 days in total). In addition, the office closes over the Christmas break for 3 days, for which annual leave does not have to be taken.
<b>Location:</b>	Remote, but with at least 8 meetings p.a. in London
<b>Responsible to:</b>	Chief Executive, Treasurer and reporting to the Resources Committee

## Job Description

### Key responsibilities:

#### 1. Strategic Financial Management

- Develop and implement the charity's financial strategy to align it to the charity's main strategy and support long-term goals.
- Provide financial insights to the leadership team to guide decision-making and resource allocation.
- Lead on the preparation of the annual budget, ensuring alignment with the charity's strategic objectives.
- Monitor and forecast financial performance, identifying risks and opportunities.
- Work with the Treasurer and trustees to develop and update financial policies and procedures as part of the Resources Committee.
- Keep under review AvMA reserves strategy and policy and recommend changes as necessary.

#### 2. Day to Day Financial Duties

- Manage and oversee all financial transactions, including accounts payable & receivable, payroll and banking.
- Prepare accurate and timely monthly management accounts and cash flow reports.
- Ensure compliance with all statutory requirements, including VAT, Gift Aid, and charity reporting standards.

- In conjunction with our investment advisers, support the trustees and CEO with the management of an investment portfolio including the planning of necessary drawdowns for cashflow management purposes.
- Oversee the preparation of year-end accounts and liaise with external auditors.
- Maintain and update financial systems, ensuring robust controls are in place.

### **3. Leadership & Collaboration**

- Act as a financial advisor to the CEO, trustees and senior leadership team on all matters.
- Present financial reports at board and committee meetings, explaining complex financial data in an accessible way.
- Work closely with fundraising, operations and medico legal teams to align financial plans with organisational objectives.
- Provide mentorship and support to junior finance staff and/or volunteers, as applicable.

### **4. Other Duties**

- To undertake other duties as required commensurate with this post.
- To attend quarterly Board meetings in person in London.

# Person Specification

## Essential:

1. Professional accounting qualification (e.g. ACCA, ACA, CIMA, CIPFA) or equivalent financial experience.
2. Proven experience in financial management, ideally within a charity or non-profit organisation.
3. Strong knowledge of UK charity accounting standards (SORP) and regulatory requirements as they apply to charities.
4. Demonstrated ability to develop and implement financial strategies.
5. Proficiency in financial software (e.g. Sage) and Microsoft Excel.
6. Excellent analytical, organisational, and communication skills.
7. Good communication skills, with the ability to articulate clearly and effectively both in writing, on the telephone and face to face.
8. Ability to lead, manage and work effectively both as a member of a team and on own initiative. Be well organised and remain calm under pressure.
9. Forward thinking and able to suggest appropriate changes to AvMA's services to meet the changing needs of the public and the clinical negligence marketplace.
10. Passion, commitment and drive to promote patient rights and follow the aims of AvMA.
11. IT literate and confident with technological change. Able to identify opportunities to improve our data collection systems; an awareness of the power of social media and how to use it to promote AvMA's work.
12. Committed to principles of equal opportunities and diversity and inclusion.

## Desirable:

- A. Experience working with trustees or non-exec directors and presenting financial information to non-financial stakeholders.
- B. Knowledge of fundraising and grant management processes.
- C. Familiarity with Gift Aid, VAT and other tax-related processes relevant to charities.

## How to Apply

To apply for the role of Head of Finance, please submit:

1. **A Covering Letter** (maximum of 2 pages) outlining how your experience, skills, and personal attributes make you an ideal candidate for this role.
2. **A Comprehensive CV** detailing your qualifications, work history, and relevant experience.

Please submit your application using the webform linked to the job advert or [click here](#).

Alternatively email your application to [humanresources@avma.org.uk](mailto:humanresources@avma.org.uk) with the subject line "**Head of Finance Application**" by **10:00am Monday 17<sup>th</sup> February 2025**.

**Shortlisting:** Applications will be reviewed, and shortlisted candidates will be contacted for an interview. If you have not been contacted within two weeks of the closing date, please assume your application was not successful.

**Please note that due to limited availability, the interview date for this role is set for the 26th February 2025.**

For more information about AvMA and this role, please visit our website at [www.avma.org.uk](http://www.avma.org.uk).

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We look forward to receiving your application and thank you for your interest in supporting AvMA's mission to ensure patient safety and justice.