

# CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Director of Finance

Closing date: 5pm, 14<sup>th</sup> November 2024

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For more information about the organisation please visit our website: [www.wcrf.org](http://www.wcrf.org)

# WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, United Kingdom and the Netherlands, with a scientific presence in Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at [hr@wcrf.org](mailto:hr@wcrf.org) or visit our website at [www.wcrf.org](http://www.wcrf.org).

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,  
Human Resources

# VALUES



## EVIDENCE BASED

We are an authority on lifestyle related cancer research - continuously learning and evaluating, so that we can deliver excellent outcomes.



## INCLUSIVE

Everyone counts - we value, respect and trust each other.



## INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



## INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



## EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

# ABOUT THE ROLE

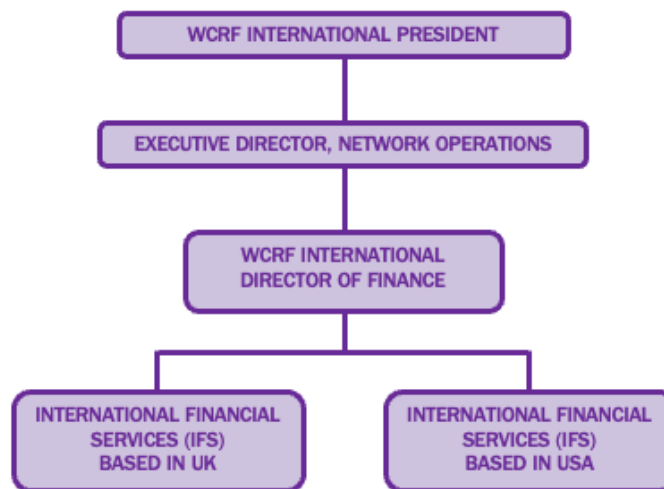
We are seeking an innovative and strategic Director of Finance who will be responsible for supporting the development of World Cancer Research Fund International's finance team. World Cancer Research Fund International (WCRF Intl) leads a multi-national network of charities, based in London with affiliates in the UK, US and the Netherlands. We fund cutting-edge research in the fields of nutrition, physical activity and cancer prevention, treatment, and survival and provide health information based on this research to the wider public.

This key leadership position will lead our Network's central finance function, developing and implementing long-term financial strategies, while overseeing the Network's financial operations, managing budgeting and forecasting processes, and supporting the long-term financial sustainability of the organisation. Currently approximately £30 million is raised between the Network charities, which this role will oversee. This role is essential in ensuring financial stability while driving efficiency and innovation to support the organisation's mission.

## Who you will be working with:

The WCRF Intl finance department is split between the UK and the US, with finance staff housed at World Cancer Research Fund in London and also at the American Institute for Cancer Research (AICR) in Arlington, Virginia. The department provides a central service for all the Network members. You will be working directly within the WCRF Intl Operations team based in London and remotely with colleagues in the US and also in the Netherlands at our Network member Wereld Kanker Onderzoek Fonds (WKOF).

## World Cancer Research Fund International's Operations Department



## What we are looking for:

- Qualified accountant (ACCA, AAT or CIMA) or equivalent, with evidence of continued professional development
- Significant experience in finance working in a senior management role, preferably in a not-for-profit environment
- Proven knowledge and experience of financial requirements and reporting in international environments, specifically UK, US and the Netherlands
- Proven experience of year-end statutory account production and external audit management
- In-depth knowledge of charity financial regulations in UK, experience in the US and the Netherlands would be beneficial
- Demonstrated success in system and process improvement and working with non-financial leadership teams

# JOB DESCRIPTION

<b>Job title</b>	<b>Director of Finance</b>
<b>Department</b>	<b>Operations</b>
<b>Reporting to</b>	<b>Executive Director, Network Operations</b>
<b>Responsible for</b>	<b>WCRF International Controller (based in the US) AICR Controller (based in the US) WCRF Finance Manager (based in the UK)</b>
<b>Contract</b>	<b>Permanent</b>
<b>Location</b>	<b>London, N1</b>
<b>Hours</b>	<b>37.5 hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday</b>
<b>Salary</b>	<b>£80,000 - £85,000 per annum, dependent on experience, plus benefits</b>

## Department description

This role sits within the WCRF London Office Operations Department. The Operations department works with all departments within WCRF UK and WCRF International to ensure the smooth running of the WCRF London Office.

This role also manages the International Financial Services department based in the US and works closely with other colleagues at AICR and WKOF.

## Main purpose of the role

Reporting to the Executive Director, Network Operations, the Director of Finance is a senior leadership role responsible for shaping and executing the Network's financial strategy in alignment with its charitable objects and strategic goals. The role will take responsibility for developing and implementing financial management and reporting strategies, as well as financial planning and analysis, cash management, risk management across the WCRF Network.

The role will be the financial spokesperson to the Boards of Trustees and will serve as liaison with the organisations' independent auditors in all three countries.

## Main duties and responsibilities

<b>A</b>	<b>Strategic Financial Leadership</b>
<b>1</b>	Provide strategic financial advice and support to the President, Board and the Executive Director, Network Operations as required, taking into account the wider aims of the organisation and providing solutions that support those aims whilst adhering to good financial practice
<b>2</b>	Strategically lead the development and implementation of consistent and rigorous financial planning, budgeting, forecasting and reporting processes
<b>3</b>	Work with the President and the Executive Director, Network Operations to develop and implement a robust financial strategy in alignment with the vision and goals of the Network, challenging assumptions, and provide financial analysis and guidance on all activities, plans, targets, and business drivers

4	Act as a key member of the Senior Management Team within the WCRF London Office and also an active member of the WCRF Network Council, contributing to the strategic and business planning of the Network, including actively participating in the development of new opportunities and initiatives
5	Hold responsibility for the setting, monitoring, and overall delivery of the Finance Department operational plan and targets
6	Lead the monitoring and review of Network's financial strategy and mix of income, ensuring effective allocation of resources and financial sustainability
7	Responsible for presenting up to date and accurate financial information to all the Network Boards of Trustees on a regular basis
8	Lead the finance function, ensuring strong financial systems, policies and procedures are in place for effective and efficient operational control and management
9	Ensure the Network's financial position is at all times fully compliant with the requirements of relevant legislation, governance, guidelines, and sector and professional best practice in local areas
<b>B</b>	<b>Financial Control &amp; Reporting</b>
1	Ensure prompt and accurate reporting of the financial condition of WCRF International and its affiliates (AICR, WCRF UK, WKOF, WCRF HK, WCRF Trading) by reviewing the monthly financial statements, cash management reports and other analyses prepared by the IFS Team
2	Provide consistent, robust, timely, and relevant financial and management information and analysis to support the effective management of resources and decision-making, ensuring compliance to the relevant international financial regulations
3	Serve as liaison with the organisations' independent public accountants and have responsibility and oversight for the independent annual audits
4	Proactively manage cash, banking activities investments, and funding needs ensuring that the organisation's cash flow is accurately forecast and properly managed
5	Lead the annual budget-setting process, engaging colleagues and key staff to oversee and support the preparation of budgets for consideration by the President and Country Heads, and for approval by the Boards of Trustees
6	Compile information/review corporate tax and informational returns and other such items of a financial nature that must be filed with all relevant governments and regulators
7	Ensure that financial management infrastructure, including financial control, financial risk management, reporting, and compliance, is efficient and effective across the organisation
8	Report on use, investment and performance of restricted, unrestricted and designated funds
9	Conduct financial analysis and provide meaningful insights on key performance indicators (KPIs) to drive charity performance and identify areas for improvement
<b>C</b>	<b>System &amp; Process Improvement</b>
1	Ensure regular review of accounting/budgetary controls, to ensure increasingly effective and robust systems are in place
2	Manage the finance system vendor's performance and ensure effective and efficient integration with other systems where possible
3	Drive innovation in financial reporting and operations through system upgrades and process redesigns
<b>D</b>	<b>Staff Management</b>
1	Lead, mentor, develop and support the Finance Department, encouraging continued personal development for all team members and proactive engagement
2	Line management of three staff: <ul style="list-style-type: none"> <li>• AICR Controller (based in the US)</li> <li>• WCRF International Controller (based in the US)</li> <li>• WCRF Finance Manager (based in UK)</li> </ul>

3	Foster a collaborative, customer focused and high-performing culture within the Finance department
E	Other
1	Keep abreast of proposed accounting, payroll and tax regulations that may affect financial reporting of the national members and undertake appropriate and regular training and development to maintain knowledge and improve practice
2	Proactively understand and address the information needs of internal and external stakeholders, providing timely and accurate financial information and support
3	Observe and comply with all WCRF's Policies, including the key policies and procedures on Confidentiality, Data Protection, Health and Safety and Information Technology
4	Be flexible in approach to work and within the broad remit of the role, attending and participating in regular meetings as required
5	Comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010
6	Act in a calm, professional and confidential manner at all times
7	Comply with WCRF's policies and procedures, participate in training and other learning activities and performance development as required
8	Undertake any other duties as required by the WCRF International President, WCRF International Acting President and the WCRF International Executive Director, Network Operations

**Note:** This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder

# PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

		Application	Assessment	Interview
<b>Experience</b>	Extensive experience in finance working in a senior management role, preferably in a not-for-profit environment	✓		✓
	Demonstratable experience of applying accountancy skills across multi-national currencies	✓		✓
	Proven experience of accounts management including budgeting, forecasting, monthly reporting	✓		✓
	Proven experience of leading an end-to-end external audit process and reporting at board level	✓		✓
	Proven track record of implementing strong financial strategies and processes	✓		✓
	Hands on experience in delivering business partnering	✓		✓
	Experience of developing/improving and implementing financial procedures and controls	✓		✓
	Experience with the digitisation and optimization of accounting processes			
	Experience of managing and developing high performing teams	✓		✓
<b>Knowledge and technical skills</b>	Knowledge of and experience with international financial practices and regulations	✓		✓
	Knowledge of the legislative, tax and regulatory framework of companies, ideally in the not-for-profit sector	✓		✓
	Strong leadership skills, with the ability to inspire and develop others	✓		✓
	Excellent interpersonal skills and the ability to interact confidently and with diplomacy both internally and externally and at senior level	✓		✓
	Strong presentation skills with the ability to communicate and interpret complex issues at Board level	✓		✓
	Effective organisation and time management skills	✓		✓
	Excellent attention to detail, analytical and problem-solving	✓		✓



	Proficiency in financial management software; advanced MS Excel skills are essential, and experience with Power BI and Unit4 is a plus	✓		✓
<b>Personal attributes</b>	Demonstrably have an eye for the information needs of internal and external audiences	✓		✓
	Ability to work on own initiative, manage time, prioritise workloads, work under competing pressures and deadlines whilst paying particular attention to detail	✓		✓
	Strong communication skills at all levels and the ability to influence, persuade and motivate others	✓		✓
	Ability to deal with issues as they arise and the aptitude to know when to pass issues onto senior colleagues	✓		✓
	Ability to generate new ideas and to explore new and better ways of doing things, being responsive to a range of requests and changing circumstances	✓		✓
	Ability to work collaboratively and supportively with colleagues and build rapport with a variety of stakeholders at all organisational levels	✓		✓
	Ability to report and present complex financial information in an accessible and people friendly way	✓		✓
	Ability to uphold confidentiality and sensitivity in people issues at all times	✓		✓
	Ability to work confidently and accurately with numbers and sensitive information	✓		✓
	Ability to find creative solutions to problems, have a continuous improvement mindset that's always looking for better ways of doing things	✓		✓
<b>Education and qualifications</b>	Qualified accountant (ACCA, AAT, CIMA) or equivalent, with evidence of continued professional development	✓		✓

# TERMS & CONDITIONS

## Salaries

World Cancer Research Fund (WCRF) operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

## Hybrid Working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

## Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

## Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

The WCRF office is closed from the last working day before Christmas until the first working day after the New Year. Staff are required to take the three working days between Christmas and New Year as annual leave.

## Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

## Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

## Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

## Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

## **Life assurance and income protection**

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

## **Permanent Health Insurance (PHI) scheme**

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

## **Season ticket loan scheme**

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

## **Cycle to work scheme**

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

The WCRF office also offers secure, lockable, storage for your bike and there are showers available within the office.

## **Employee assistance programme**

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offers access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

## **Mental Health and Wellbeing**

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

## **Flu Vaccinations**

We offer staff the chance to receive a free flu vaccination each year. This is either at the WCRF office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

## **Christmas and Summer Parties**

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

## **Dog Friendly Office**

Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

## **Training and Development**

WCRF are committed to enabling professional development and all staff are encouraged to regularly

discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to WCRF guidelines), opportunities to attend international conferences on behalf of the organization, and study leave and sabbatical leave policies.

### **Probationary period and notice period**

The post-holder is subject to a 6-month probation period during which 2 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 3 months' notice period.

# HOW TO APPLY

## Recruitment timetable

<b>Closing date for applications:</b>	5pm, 14 <sup>th</sup> November 2024
<b>First interviews:</b>	21 <sup>st</sup> / 22 <sup>nd</sup> November 2024
<b>Second interviews:</b>	26 <sup>th</sup> / 28 <sup>th</sup> November 2024

## To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

**E-mail:** hr@wcrf.org

**Address:** Human Resources  
World Cancer Research Fund  
140 Pentonville Road  
London N1 9FW  
UK

**Phone:** 020 7343 4200

**If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.**

# EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

## GENDER

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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## DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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## ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – Other (please specify)	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

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## NATIONALITY

UK	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

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Thank you for answering these questions.

# JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

## HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

## WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

## DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

## DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

## WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

### **AUTOMATED DECISION-MAKING**

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **DATA PROTECTION LEGISLATION (YOUR RIGHTS)**

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:  
The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.