

*Peridot*



# Director of Finance & Operations

April 2024

# Introduction

Thank you for your interest in the role of Director of Finance & Operations at RABI (The Royal Agricultural Benevolent Institution).

For over 160 years, RABI has worked at the heart of the farming community, providing one-to-one expert support, advice and guidance to farming people of all ages across England and Wales. Farming people face an enormous range of challenges, including unprecedented generational changes to farming policy. RABI believes it has a crucial role to play now and into this uncertain future to support the well-being of this vital community. Working tirelessly to develop and deliver relevant and impactful services to support a more resilient farming community remains at the core of RABI's mission.

Reporting directly to the Chief Executive, the Director of Finance & Operations will bring extensive strategic leadership and management experience, with a passion for enabling teams to thrive and develop in a high impact, award-winning national charity.

This is a unique and exciting opportunity. We're looking for someone truly ambitious and innovative, a strategic leader with a human-centered, collaborative approach and an emotional intelligence which will help you support a broad remit across organisational financial and operational effectiveness. You will lead a staff team consisting of finance, information systems, human resources and facilities and estates management, supporting continued development with tenacity, sensitivity and compassion. As RABI continues to work through a period of significant growth and evolution, there will be challenges ahead, however as our Director of Finance & Operations you will have an unparalleled opportunity to help develop and implement a strategy to enhance and shape our goals and ambitions.

If you are excited by the opportunity of taking ownership of our Finance & Operations team and building something exceptional with people at the heart of it, then we can't wait to meet you.

**Alicia Chivers**  
Chief Executive, RABI

[www.rabi.org.uk](http://www.rabi.org.uk)



# About RABI

From our foundation in 1860, though to the present day, RABI has been supporting farming people throughout England and Wales for generations.

RABI continues to apply the guiding principles of our Royal Charter, remaining committed to addressing the individual needs of farming people.

As the charity considers the next strategic period to 2030, our aspiration to deliver holistic, flexible services that promote early intervention and increased farmer wellbeing continue to underpin RABI's evolution.

In response to the mental wellbeing issues highlighted in RABI's groundbreaking Big Farming Survey, the charity has developed new mental health services; to better support those in or approaching mental health crisis and to better educate those working in and around agriculture. Following the launch of these new services in 2022, RABI has become the leading farming charity provider of mental health support and training to the agricultural community.

Financial support remains a crucial element of our offer, including targeted campaigns such as our recent Return to School and Winer Fuel cost of living campaigns. Our 24/7 helpline ensures RABI is available around the clock. RABI's team of regionally based support managers coordinate the charity's practical support and work collaboratively to form robust networks that provide comprehensive wrap-around services to farming people.

RABI continues to work tirelessly to uplift and support farming people through practical, financial and emotional assistance, touching the lives of thousands of people every year.



Working closely with key stakeholders, we continue to develop a targeted approach to the provision of future services to tackle the complex issues facing the sector and increase farmer resilience for years to come. At the heart of our 2019 strategy was the ambition to quadruple the number of farming people the charity can support by 2024. Having exceeded this target in 2023, our ambition to delivery holistic, flexible services to even more farming people will continue as we consider the charity's next 5-year strategy to 2030.

Over the next 5-years we will build on the strong foundations achieved since 2019 which include; beginning to build a cohesive evidence library; reducing the stigma associated with accessing support; developing collaborative new partnerships; and developing a social impact framework and partnership programme that focuses on pre-emptive services.

# The Role

<b>Job title:</b>	Director of Finance and Operations
<b>Salary:</b>	£81,150, plus £2,500 car allowance
<b>Reports to:</b>	Chief Executive
<b>Location:</b>	Shaw House, Oxford
<b>Director reports</b>	Financial Controller, Information Systems Manager, Operations & Estates Manager, Human Resources Manager
<b>Hours:</b>	35 hours per week

## Key purpose

The Director of Finance and Operations is one of two Directors positions within the wider Senior Leadership Team. The role holds a key responsibility to support the development and implementation of RABI's strategy. Working closely with the Chief Executive and taking responsibility for supporting the Trustee Finance, Audit and Risk Committee, the Director of Finance and Operations provides forward-looking strategic leadership to support organisational financial and operational effectiveness.

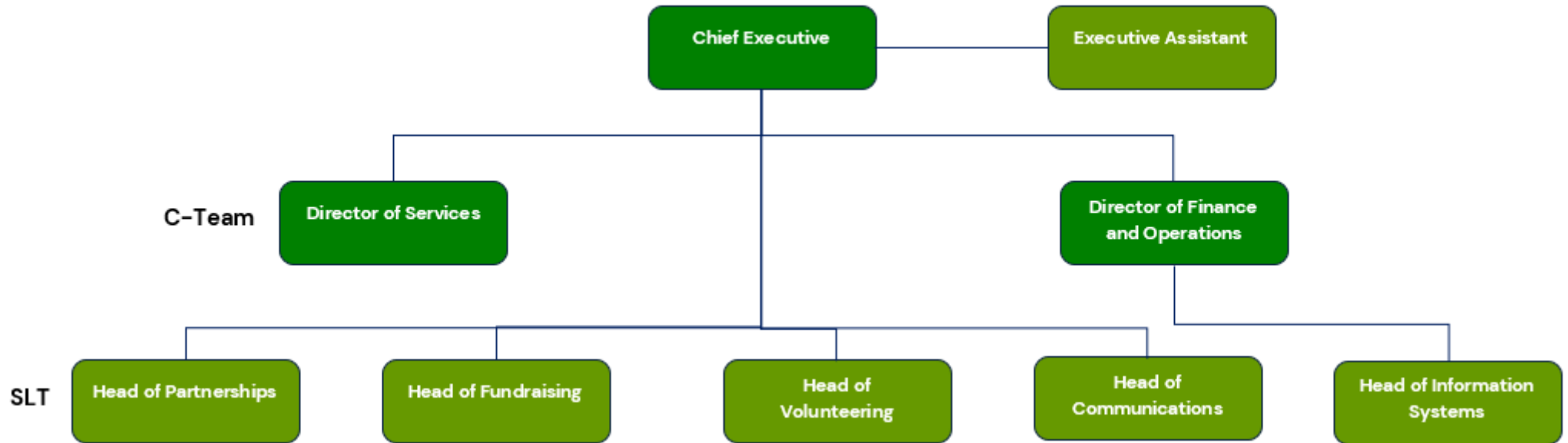
Leading a team consisting of finance, information systems, human resources and facilities and estates management, the Director of Finance & Operations provides oversight of the development and evolution of organisational systems, processes and policies to keep pace with the charity's growth.



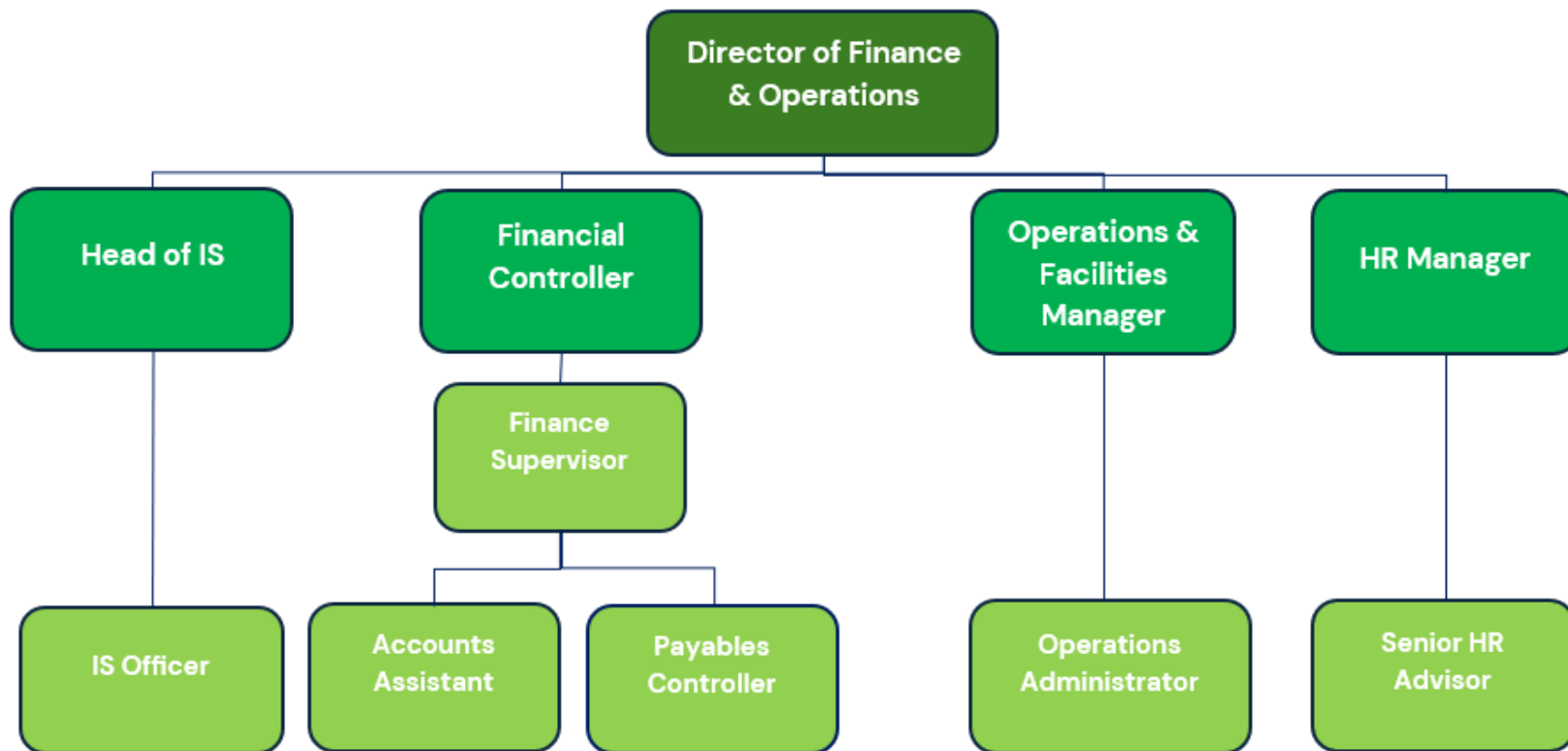
## Key responsibilities

- To ensure the delivery of RABI's strategy through development and implementation of a rolling 3-year financial strategy, disciplined budgeting and effective and timely forecasting of financial performance for the Chief Executive and Council of Trustees.
- Provide financial leadership and oversight to support and influence decision making by the Senior Leadership Team and Council of Trustees.
- Support the Chief Executive and Council of Trustees to develop and implement a cohesive investment strategy to support the charity's strategy.
- Act as a senior member of the Senior Leadership Team, working collaboratively to provide leadership, strategic oversight and support for RABI, its employees and the Council of Trustees.
- Provide positive leadership and demonstrate behaviours that promote RABI's values.
- Management of the relationships with the charity's investment managers, estate managers and investment advisors to deliver the investment strategy.
- Provide the Council of Trustees with strategic financial advice and assurance on all financial and operational risk management matters.
- To improve the financial framework to provide robust information and performance measures.
- Ensure effective external audit and annual financial statement processes are in place with regular reporting to the Council of Trustees.
- Developing key performance and project risk indicators to assist stakeholders across the charity to make informed decision.
- Provide oversight and support to the human resources team to ensure the recruitment, development and retention of high calibre staff.
- To support the Chief Executive to develop RABI's culture and support team members in new methods of working.
- Drive the continued modernisation and development of the information systems across the charity and ensure appropriate infrastructure, policies and procedures are developed and managed.
- Ensure that the charity has a strong framework of operational governance, including compliance with data protection, health and safety and safeguarding regulations and requirements.
- Oversee the effective delivery of business operations across RABI, including facilities, IS and human resources.
- Act as a representative for the charity to a variety of external and internal audiences and complete other duties as may be reasonable required of a senior member of the Senior Leadership Team.

# Management Structure



# Finance & Operations Structure



# Person Specification

## Essential

- Demonstrable senior level strategic management experience, with an ability to articulate strategic direction to a range of audiences
- CCAB qualified with experience of charity finance and accounting
- Outstanding record of leading highly effective teams at Director of equivalent level, with a passion for enabling teams to thrive and develop
- Advisor at Trustee level on legislative, policy and regulatory change
- Financial management including the development, improvement and management of systems and processes to increase operational effectiveness
- Leadership of business planning including negotiating and managing contracts
- Experience of overseeing complex projects
- Significant understanding of investment or pension portfolio management
- Understanding of estate management
- Experience of organisational development programmes
- Experience of engaging, influencing and sharing best practise with external partners and internal stakeholders
- Full driving licence - Ability to travel across the UK (occasional)

## Desirable

- Senior level experience within an organisation undergoing a period of strategic restructure
- Qualified designated safeguarding lead
- Farming background or knowledge of the farming community



**This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at R.A.B.I.**

*RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.*



## Benefits

- Free onsite parking
- Options for flexible working
- 28 days holiday plus bank holidays
- Employee Assistance Programme
- Life Assurance (3 x salary)
- Pension (10% employer contribution once through probation period, 3% to that point)





# How To Apply

To formally apply, please submit a CV and supporting statement (maximum 2 sides of A4) that clearly outlines your suitability for the role against the criteria provided in the person specification, including your interest and motivation in applying for this position.

Please email your application (inserting “*Application – Director of Finance & Operations, RAB*” into the subject field) to: [response@peridotpartners.co.uk](mailto:response@peridotpartners.co.uk)

If you would like to have an informal conversation about this opportunity you can email our advising consultants at Peridot Partners to arrange a call:

**James Hunt** (E: [james@peridotpartners.co.uk](mailto:james@peridotpartners.co.uk) or M: 07711 405 444)

## Timeline

<b>Closing date for applications:</b>	By 9am, Monday 3 <sup>rd</sup> June 2024
<b>Candidates advised of outcome:</b>	By COB, Monday 10 <sup>th</sup> June 2024
<b>First stage interviews (virtual):</b>	Monday 17 <sup>th</sup> June 2024
<b>Final stage interviews (at Shaw House, Oxford):</b>	Monday 1 <sup>st</sup> July 2024

## Equal Opportunities Monitoring

Peridot and RAB are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We will send you an equality monitoring survey at the point of receiving your application, in the interview phase and at the time of placement. This ensures that our processes remain inclusive and equitable throughout, and provides us with important data to help us showcase our impact. The information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the new Data Protection Act 2018 launched on 25 May 2018. The information provided does not form part of the decision-making process and will not affect your application.



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**Peridot Partners**

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[www.peridotpartners.co.uk](http://www.peridotpartners.co.uk)