

THE
SAINSBURY
FAMILY
CHARITABLE
TRUSTS

Financial Controller

Recruitment Pack
November 2017

The organisation

1. The Sainsbury Family Charitable Trusts are a group of seventeen grant-making charitable trusts managed through a joint office employing around 90 staff in Victoria, London SW1. Each trust is a separate legal entity, created by a different member of the Sainsbury family who have developed different ways of working. The trusts have their own distinct priorities in grant-making, their own separate board of trustees and their own reporting. They tend to work proactively, with an expert team of trust executives seeking out suitable charities to support, and sometimes directing highly focused programmes of work. While some trusts have been operating for over 50 years in well-established fields, others are much newer and reflect the enthusiasm of younger family members to tackle contemporary issues.
2. In recent years the trusts have collectively made grants worth over £110 million annually, which makes the group the largest privately-owned philanthropic body in the UK involved in a broad range of grant-making. (The Wellcome Trust, which is much larger, specialises in grants for medical work). The total capital value of the trusts at 5 April 2017 was £978 million.
3. The trusts work in many fields, including scientific research, the arts, heritage, social inclusion, the environment, disability, education and development in Africa. Grants range from multi-million pound awards for major capital projects to small grants for children's summer play schemes and specially-adapted equipment for the disabled.
4. Notable institutions funded by the trusts include:
 - the Sainsbury Wing of the National Gallery;
 - the Sainsbury Laboratories in Cambridge and Norwich (plant science);
 - the Sainsbury-Wellcome Centre for Neural Circuits and Behaviour in London;
 - the Sainsbury Temporary Exhibitions Gallery at the British Museum;
 - the Sainsbury Centre for Visual Art at the University of East Anglia.
5. Over the years the trusts have also been heavily involved with the Ashmolean, the Fitzwilliam, the Royal Opera House, the V&A, the Tate, Cambridge Judge Business School and Parkinson's UK, among many others. Other important grant-making areas are leukaemia research, climate change, sustainable energy, science and engineering education, palliative care, children's disability, the autistic spectrum disorder, HIV/AIDS, older people's care, homelessness, and Christian education and mission.
6. Fuller information can be found at www.sfct.org.uk.
7. The SFCT office also hosts eight charities including: Ashden, an operational charity founded and led by a member of the family which supports sustainable energy pioneers to accelerate the transition to a low-carbon world; Gatsby Africa, an operational charity delivering projects in East Africa across a variety of sectors, aimed at reducing poverty; Gatsby Technical Education Projects, a charity that manages a range of innovative programmes in the field of Science, Technology, Engineering and Mathematics (STEM) education; Jerusalem Productions, a media co-production company working to increase understanding of the Christian religion; and several other entities which have been spun off from the main charitable trusts.
8. The office prides itself on being highly purposeful and efficient, providing a service that is responsive to the settlors' requirements and respectful of the beneficiaries' needs. Meeting trustees' deadlines sometimes requires intense bursts of activity, but for the most part all staff are able to maintain a healthy work-life balance.

The role

9. Two Financial Controllers are now sought to support the trusts and charities.
10. These roles report to the Head of Finance and will have responsibility for leading and managing the finances of a number of the trusts and charities, as well as general organisational and office finance related duties. At present it is envisaged that each of the Financial Controllers will take responsibility for one of the main operational charities (Ashden and Gatsby Africa) as a key part of their portfolio.
11. Outside the formal line management structure, establishing an effective working rapport with the relevant Trust Executives, charity management teams and department heads as well as within the Finance team is vital to the success of the roles.

Key responsibilities and accountabilities

12. The Financial Controllers will have responsibility for:
 - 12.1. **Financial management and reporting**
 - Undertake the effective, timely and accurate financial reporting for the portfolio of trusts and charities assigned to each role, which in addition to significant levels of grant making also includes social investments and operational companies/programmes within the UK and overseas.
 - Proactively support portfolio staff to deliver budget and financial reporting information in the most effective form for each settlor and their trustees.
 - Ensure the accurate delivery of annual reports and accounts for the relevant trusts and other entities managed by the office, including liaison as necessary with the auditors.
 - Oversee the preparation and processing of accounts payable (including grants and overheads).
 - 12.2. **Investment management**
 - Ensure effective co-ordination and communication between the trusts and their respective external investment managers
 - Ensure the timely flow of funds between the trusts' investment portfolios and their clearing banks.
 - 12.3. **Advice and support**
 - Provide ongoing advice and support to the assigned portfolio of designated trusts and charities managed by the office, as required.
 - Work with the Finance Director and the Head of Finance on organisational change projects and other ad hoc projects as required.
 - Work with the two other Financial Controllers and the Head of Finance in providing on-going financial advice, guidance and support to office staff, settlors and their trustees, including the development of policies and procedures as appropriate.
 - Meet with portfolio staff on a regular basis to ensure their needs are being met in the most effective manner.
 - 12.4. **Leadership and Business Partnering**
 - Collaborate effectively with the other Financial Controllers to provide leadership and support to the finance team, including mentoring junior finance staff, in the development of their capacity to support their portfolios, and advising on technical accounting areas.

- Work proactively with the team to develop and improve a general ethos of business partnering.
- 12.5. **Payroll and compliance matters**
- In collaboration with the other Financial Controllers, undertake administration of the payroll, which needs regular updating to reflect the changing range of the staff's flexible working arrangements; issuance of salary instructions to the Bank; liaison with HMRC and other tasks as required.
- 12.6. **Other matters**
- Deputise for the Head of Finance on finance related issues as and when required.
 - Participate periodically in office-wide projects as required.
 - Foster an ethic of transparency in all aspects of work.
 - Undertake any other reasonable duties, as determined by the Head of Finance.

Person specification

13. The principal requirement of the roles is a good level of experience in charity or company finance with the proven competence to deal confidently and expertly with a high volume and variety of finance tasks.
14. While many of the trusts and charities have relatively straightforward arrangements, some are much more complex. As such, it is essential that the Financial Controllers have an ability to balance a high degree of responsibility and independence, with the need to ensure work is carried consistently and effectively in the framework of the entire portfolio.
15. Equally important is a high degree of flexibility, tact and good humour in responding to the different personalities and ways of working of the family and their trustees. Across the trusts fourteen members of the family chair a trust, and in ten cases their spouses are also trustees. As the trusts and charities have a range of different requirements for how financial information is presented, a pragmatic and resourceful approach is needed. An understanding and sensitivity to key deadlines and the impact of the finance teams' work on the portfolio staff, and an effective time management ability in order to deliver to those time frames is crucial.
16. Evidence of empathy for the trusts'/charities' goals is essential too; the Financial Controllers must have a strong affinity for an organisation that is driven by a strong sense of purpose and an enthusiasm for the family's desire to make a lasting impact on their respective sectors.
17. To be effective in the role, the Financial Controller needs to be able to maintain a consistent overview and understanding of the relevant portfolio, as well as an ability to manage time effectively to get involved with specific processes and projects to a high level of detail. A proven track record of financial management roles in a complex organisation is essential, ideally with experience of working as a finance business partner. Experience of international organisations and social investments would also be desirable.
18. Degree-level education or equivalent professional experience, and a leading accountancy qualification (ACA or CIMA) are required together with at least three years' post qualification experience.

Terms of appointment

19. The salary for this role will be in the range of £60,000 - £70,000 depending upon experience.
20. An employer pension contribution of 12% will be made.
21. Private medical insurance, permanent health insurance, and a death-in-service policy at 4 x annual salary are also offered.
22. The annual leave entitlement for this post is 22 days paid holiday per year, increasing by one day after each complete year of employment to a maximum of 25 days.

How to apply

23. Applications should be sent by email to recruitment@sfct.org.uk or apply through our website at www.sfct.org.uk/current-vacancies
24. Please enclose with your application:
 - a full CV; and
 - a covering note of not more than 2 pages (total) summarising your proven ability related to the key responsibilities and accountabilities of the role and the person specification.
25. Applications must be received no later than noon on **Thursday 14 December 2017**.
26. Initial interviews will take place in the **week commencing 8 January 2018**, and final interviews will be held on **Tuesday 23 January 2018**.