

THE  
SAINSBURY  
FAMILY  
CHARITABLE  
TRUSTS

## Head of Finance (Gatsby)

**Recruitment Pack**  
**February 2018**



GATSBY

## The organisation

1. The Sainsbury Family Charitable Trusts are a group of seventeen grant-making charitable trusts and eight charitable companies managed through a joint office employing around 90 staff in Victoria, London SW1. Each trust and company is a separate legal entity, created by a different member of the Sainsbury family who have developed different ways of working. The trusts and companies have their own distinct priorities in grant-making, their own separate board of trustees and their own Annual Report and Accounts. 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. The largest of the SFCT trusts is the Gatsby Charitable Foundation. Set up in 1967 by David Sainsbury (now Lord Sainsbury of Turville), Gatsby works in areas that David Sainsbury and the Trustees are particularly passionate about and where they believe charitable funding can make a real difference. Gatsby is currently active in: Plant Science; Neuroscience; Education; Africa; Public Policy; and Arts. Across all areas, Gatsby aims to be more than a funder - acting as an enabler for projects, designing, developing, overseeing and, in some cases, delivering activities. In the 50 years since it was set up David Sainsbury has given Gatsby more than £1 billion to distribute to charitable causes and the capital value of the Gatsby Charitable Foundation at 5 April 2017 was £397 million.
3. The delivery of the majority of Gatsby's work in relation to Education and Africa is through two of the companies: Gatsby Technical Education Projects, a charity that manages a range of innovative programmes in the field of Science, Technology, Engineering and Mathematics (STEM) education, and Gatsby Africa, an operational charity delivering projects in East Africa across a variety of sectors, aimed at reducing poverty.
4. Gatsby takes a long-term view, building deep relationships with the organisations it supports, and forming partnerships with others who share its goals. In Tanzania, Gatsby is partnering with the government to transform the country's cotton sector, while its multi-million pound partnership with the Wellcome Trust to create the new Sainsbury Wellcome Centre for Neural Circuits and Behaviour shows what can be achieved by working together.
5. The Sainsbury Wellcome Centre is one of several large-scale, capital-intensive projects where Gatsby has helped build institutions from the ground up. Other notable examples include the National STEM Centre, the Institute for Government, and the Sainsbury Laboratory Cambridge University – a landmark plant science research facility which opened in 2011.
6. In addition, Gatsby continues to support smaller activities that are quietly equally transformative, such as commissioning reviews of the use of practical science in schools and running summer schools to encourage undergraduates to study plant science further.
7. Fuller information can be found at [www.gatsby.org.uk](http://www.gatsby.org.uk) and [www.sfct.org.uk](http://www.sfct.org.uk).
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. A Head of Finance (Gatsby) is now sought to support SFCT.
10. This is a new role that will report to the Finance Director of SFCT and the CEO of Gatsby, with financial responsibility for the Gatsby Charitable Foundation, Gatsby Africa and Gatsby Technical Education Projects. The role has no direct line management reports but is a senior member of the UK Finance Team, comprising eight staff, and has dotted line management responsibility for the finance staff based in East Africa. Outside the formal line management structure, establishing an effective working rapport across the office and with the settlor and trustees is vital to the success of the role.

## Key responsibilities and accountabilities

11. The Head of Finance (Gatsby) will have responsibility for:
  - 11.1. **Financial management and reporting**
    - Oversee the effective operation and development of the office's financial management and reporting systems, including the roll-out and ongoing development of the new finance system across East Africa following implementation in the UK in 2017; in addition to many hundreds of grant payments each year, these systems need to support social investments and operational companies/programmes within the UK and overseas.
    - Work in partnership to proactively deliver budget and financial reporting information in the most effective form for both staff and trustees.
    - Ensure the accurate delivery of annual reports and accounts, including liaison as necessary with the auditors.
  - 11.2. **Investment management**
    - Ensure effective co-ordination and communication between Gatsby and their external investment managers.
    - Ensure the timely flow of funds between the Gatsby investment portfolios and their clearing banks.
  - 11.3. **Advice and support**
    - Provide ongoing advice and support to Gatsby, as required; it is currently envisaged that this will include three to four days per week supporting the Gatsby Africa team, including finance colleagues based in East Africa.
    - Ensure that appropriate financial advice and support is provided to Gatsby staff undertaking due diligence work, generating business cases and option appraisals, and preparing legal contracts/agreements.
    - Work with the FD in providing on-going financial advice, guidance and support more broadly across the office, to staff, settlors and their trustees, including the development of policies and procedures as appropriate.
    - Meet with office staff on a regular basis to ensure that the Finance team are meeting their needs in the most effective manner.
    - Ensure that financial guidance is cascaded in a format that is appropriate for the audience.
    - Act as a source of technical accounting expertise.
    - Work with the Finance Director on ad-hoc projects as required.
  - 11.4. **Team leadership and development**
    - Provide effective support for the Finance team, both within the UK and in East Africa.

- Embed business partnering principles within the Finance team, and work with other staff to broaden these principles across the trusts/companies.
  - Shadow business partners as appropriate to enable better understanding of relevant business areas.
  - Investigate and support secondment opportunities as appropriate and support others seconded to the Finance team.
  - Provide oversight, coaching and mentoring to staff as appropriate.
- 11.5. **Payroll and compliance matters**
- Oversee administration of the payrolls, which need regular updating to reflect the changing range of the staff's flexible working arrangements; issuance of salary instructions to the Bank; liaison with HMRC;
  - Implementation of staff benefits
  - Work in partnership with the Finance Director to ensure that all relevant legal, regulatory and compliance matters are appropriately managed.
  - Identify the financial risks inherent in the trusts/companies' activities and ensure that these are appropriately managed.
- 11.6. **Other matters**
- Deputise for the Finance Director on all 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 Finance Director.

## Person specification

12. The principal requirement of the role is a high level of senior experience in charity or company finance (ideally both), with the proven competence to deal confidently and expertly with a high volume and variety of finance tasks and with a commercial mindset.
13. It is essential that the Head of Finance (Gatsby) has an understanding of a range of charitable/commercial legal structures and associated compliance matters, together with experience of developing and overseeing effective and efficient financial and investment management and reporting systems, including the management of funds from external donors.
14. 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. Demonstrable ability to build rapport and confidence while serving Gatsby's needs is essential. As there are a range of different requirements for how financial information is presented, a pragmatic and resourceful approach is needed.
15. Given a significant aspect of this role will be providing financial oversight and support to Gatsby Africa, experience of working internationally, particularly within Africa, would be an advantage.
16. Evidence of empathy for the trusts/companies' goals is essential too; the Head of Finance (Gatsby) must have a strong affinity for an organisation that is driven by a 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 Head of Finance (Gatsby) needs to be able to combine an overview of all of Gatsby's activities with an appetite for detail and a willingness to get

involved in specific projects. A proven track record of working as a finance business partner providing support across organisations is essential, ideally on an international basis.

18. Degree-level education and a leading accountancy qualification (ACA or CIMA) are required together with at least ten years' post qualification experience.

### Terms of appointment

19. The salary for this role will be in the range of £75,000 - £90,000, 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](mailto:recruitment@sfct.org.uk) or apply through our website at [www.sfct.org.uk/current-vacancies](http://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 **5pm on Monday 12 March 2018**.
26. Initial interviews will take place in the week commencing 26 March 2018, and final interviews will be held on 19 April 2018.