

Appointment Brief: Finance and Operations Manager

Welcome from the Chief Executive

We are delighted that you are interested in the role of Finance and Operations Manager here at Action for Pulmonary Fibrosis (APF). We are looking for an outstanding individual to work with me and a newly formed team as we take APF through a significant period of development and growth. This is a particularly exciting time to join us.

Pulmonary fibrosis refers to a specific group of lung diseases thought to be affecting around 70,000 people in the UK. The nature of these diseases all cause hardening and scarring of the lungs, preventing the transfer of oxygen into the bloodstream. It has a devastating impact on quality and quantity of life and on breathing.

The debilitating nature of these diseases means as people become increasingly breathless their need for physical and emotional support becomes greater. Pulmonary fibrosis affects every area of family life. Yet there is very little dedicated support available to patients and families affected.

These are some of the many reasons Action for Pulmonary Fibrosis (APF) exists.

Since APF was set up as a charity in 2013 we have established ourselves as a respected and influential charity. APF has grown in impact and scale since it was formed. We have agreed a new Strategic Plan for 2019-2024 which sets out our direction for the coming years.

The Finance and Operations Manager is a pivotal appointment that will assume responsibility for our financial processes and reporting and our legal responsibilities including HR, HMRC and Charity Commission obligations. You'll help set up our new office in Peterborough and you'll be able to have a significant impact on the running of the charity working closely with me and our trustees. You'll provide regular financial and non-financial insights to ensure the charity is well run and effective.

We are a collaborative, hard-working and fun team, with lots of mutual respect and support to reach organisational goals. In your role you'll need to demonstrate empathy to our cause, critical thinking, flexibility and be solution focussed.

If you believe you have the experience, skills and qualities we are looking for, we very much look forward to hearing from you.

Louise Wright
CEO

About Us

Our vision, mission and values – drives everything we do

APF's vision is to find a cure for pulmonary fibrosis so that everyone affected by the disease has a better future.

We work to achieve our vision by making it our mission to:

We provide support to families, raise awareness, campaign and educate to improve access to the highest standard of care for everyone affected. We are committed to finding a cure through funding research.

Our values drive everything we do:

- **Patient led:** We empower patients, who are at the heart of everything we do.
- **Caring and compassionate:** We respect and understand the needs of patients and carers, and help them to get the support they need
- **Striving for excellence:** We work with integrity and professionalism in all that we do
- **Open and approachable:** We ensure people affected by pulmonary fibrosis feel able to turn to us for advice and support in their time of need
- **Ambitious:** We will improve the lives of people affected by pulmonary fibrosis and **bold** in the ways we do this.

Current Plans

APF has ambitious plans to grow our impact and develop our support for patients and families affected by pulmonary fibrosis. We have opened our first office in October 2019 and moved from a freelance model who are based around the UK to building a permanent staff team based in Peterborough.

Recent successes; funding two major research fellowships, media coverage highlighting our findings in our latest patient survey and the growing number of support groups around the UK has seen APF's profile increase. This has resulted in more and more families fundraising for APF; the majority of people using Facebook and JustGiving to find us.

With our Administrator, Emma, you will set up new financial and office based systems, to ensure our on-going efficiency and effectiveness.

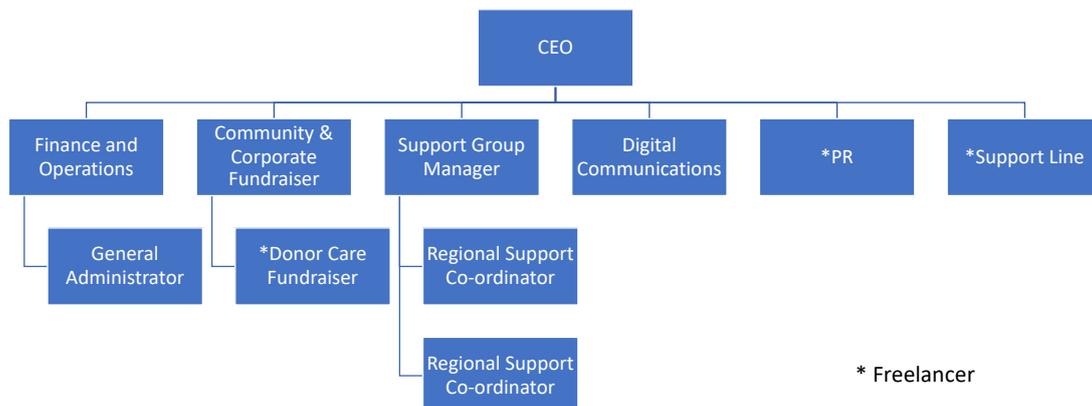
The Role

The Finance and Operations role will take over the running of current financial and operational duties currently performed by our business support agency and trustees. Due to APF's continued growth, now is the time to pull our administrative processes together as we set up our first office in Peterborough and improve our effectiveness.

You'll be able to set up systems that are compliant and based on best practice; helping us to better understand how our resources are allocated and ensure we are getting value for money. You'll bring a culture of transparency and efficiency to the running of our office, so that are effective in everything that we do. You'll have a keen eye for detail, critical thinking, flexible and solution focussed. You'll have good people skills and able to explain financial information to people with little or no financial skills.

This is a superb opportunity to join a young and energetic charity with a clear future direction and a CEO, growing staff team and trustee board who will provide the required support and backing to the successful candidate.

Planned Structure – November 2019



How to apply

We hope you'll consider making an application. If you have any questions about the appointment and would find it helpful to have an informal conversation, please contact Louise Wright at louise@actionpulmonaryfibrosis.org and we can arrange a call.

To make an application please provide the following by email to info@actionpulmonaryfibrosis.org with 'Finance and Operations Manager' in the subject title.

- Your CV (no more than three sides)
- A supporting statement (no more than two sides of A4, font size 11) that sets out why this role is the right move for you and how you meet the knowledge and experience criteria
- We would be grateful if you disclosed your current salary details, but this is at your discretion
- Please include two references; your last or current employer plus a personal reference who has known you for at least two years. Both will be contacted once an informal offer has been made. Please include, phone and email as well as a brief description of how they know you.

Applications without a supporting statement will not be shortlisted.

Closing date:	10am, Monday 11 th November
Interviews (Peterborough)	18 th Sept 2019
References taken up:	w/c 25 th Nov
Ideal start date:	December/January 2019/20