

PRIVATE & CONFIDENTIAL

Candidate Brief



General
Osteopathic
Council

General Osteopathic Council

Finance Business Partner

(Head of Resources and Assurance)

January 2021

Managing Director

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Welcome from Matthew Redford, Chief Executive and Registrar

Dear Candidate,

I am delighted that you have expressed an interest in applying to be the Finance Business Partner (Head of Resources and Assurance) at the General Osteopathic Council (GOsC). The GOsC is seeking someone who can show the skills, expertise and foresight to lead on finance, IT, facilities and risk and to continuously improve their infrastructure. To achieve this continuous improvement, we are looking for someone who will bring new energy and ideas and who will add value to our work.

The Finance Business Partner (Head of Resources and Assurance) will report to me and will have two direct reports who are the IT Manager and Facilities Manager.

This is a critical role and to succeed, you will need to be able to think strategically and to translate high level finance and risk management speak into practical business plans and solutions. You will need to be able to easily move between the strategic and operational detail. You will also need excellent communication skills (both verbally and written) and a proven ability to forge credible relationships with non-executives; staff and stakeholders.

This is a wide-ranging and exciting position within a progressive and highly respected regulator. As a small regulator with circa 26 staff, no day is the same and applicants will need to demonstrate they are flexible and eager to support and help others in all aspects of our work. Collaboration and partnership working is central to how we work.

If this is an opportunity that appeals to you, and you have the skills set out in the job description and key responsibilities section in this candidate brief - we would very much like to hear from you.

For a confidential conversation with Thewlis Graham Associates who are managing the process, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Yours faithfully

Matthew Redford
Chief Executive and Registrar

2. About the General Osteopathic Council

The General Osteopathic Council (GOsC) regulates the osteopathic profession and promotes patient safety by setting, maintaining and developing standards of practice and conduct. The over-arching objective of the GOsC is the protection of the public. This involves the pursuit of the following objectives:

- a. Protecting, promoting and maintaining the health, safety and well-being of the public
- b. Promoting and maintaining public confidence in the profession of osteopathy
- c. Promoting and maintaining proper professional standards and conduct for members of that profession

The GOsC's core functions are:

- Assuring the quality of osteopathic education and training
- Registering qualified professionals on an annual basis and ensuring their continuing fitness to practise
- Setting and promoting high standards of osteopathic practice and conduct
- Helping patients with complaints or concerns about osteopaths and, where necessary, dealing with those complaints through fitness to practise procedures.

Currently there are just over 5,400 osteopaths registered with the GOsC.

The GOsC is a charity registered in England and Wales (1172749).

Strategic priorities

In order to fulfil our statutory objectives, the work of the GOsC is guided by our Strategic Plan (2019-24), which sets out our strategic goals and how we plan to implement these. Our strategic goals are:

- **Strategic goal 1:** We will support the osteopathic profession to deliver high quality care, which will protect patients and the public in the context of changes in the dynamic landscape of healthcare.
- **Strategic goal 2:** We will develop our assurance of osteopathic education to produce high quality graduates who are ready to practise.



- **Strategic goal 3:** We will build closer relationships with the public and the profession based on trust and transparency.
- **Strategic goal 4:** We will be an exemplar in modern healthcare regulation – accessible, effective, innovative, agile, proportionate and reflective.

To learn more about our strategic goals, please review the corporate documents available on our website at: osteopathy.org.uk, including the GOsC Strategic Plan and Annual Reports.

The GOsC Council, the governing body, has 10 members – five lay and five osteopaths. Dr Bill Gunnyeon has been newly appointed to the role of Chair of Council. There are three committees that exist to provide advice and to support the work of Council: The Policy and Education Committee (which also undertakes the role of statutory Education Committee); Audit Committee; and Remuneration and Appointments Committee.

There are also three statutory fitness to practise committees: Health, Investigating and Professional Conduct which support the GOsC's fitness to practise activity.

The GOsC has a reputation for the high standard of its work having received many positive reviews by the Professional Standards Authority which reports annually on its performance. It is the only healthcare regulator who has met all of the Standards of Good Regulation in each of the last ten years. It also has a reputation for undertaking innovative research and activities that support the development of professional standards within osteopathy.

The GOsC is also committed to partnership working to promote high standards of osteopathic practice and care, this includes working closely with its key stakeholders.

The GOsC's income is primarily derived from osteopaths paying a registration fee. The global coronavirus pandemic has presented financial challenges for all organisations, including the GOsC. The GOsC is seeking a Head of Resources and Assurance to help it through this challenging period so that it may continue to maximise the impact from the resources it deploys

There is an establishment of 25.6 (FTE) staff, led by the Chief Executive and Registrar, (see organisation chart at Annex B). The organisation is located at Osteopathy House, 176 Tower Bridge Road, London SE1 3LU, premises that are owned by the GOsC, although currently its staff team is working from home due to the coronavirus pandemic.

Full details of the GOsC's activities can be found on its website [here](#):

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available.

We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience. We undertake that your application

will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

3. The Job Description and Key Responsibilities of the Finance Business Partner (Head of Resources and Assurance)

Job Description:

Strategic Financial Management

- Be the financial business partner for all GOsC departments.
- Develop a forward-looking financial strategy to underpin the Strategic and Business Plans, which is based on clear evidence and insight from internal and external sources.
- Analyse financial impact of decisions / projects affecting the GOsC and report to CE&R, SMT and Council.
- Identify and report to the CE&R, SMT and Council, on financial trends.
- Forecast and identify future financial risks and opportunities and advise CE&R on available courses of action.
- Lead on the development of the annual budget setting process, in collaboration with departments, to support the Strategic Plan and annual Business Plans, and manage budget performance in year, including the staff cost budget.
- Report on budget performance to CE&R, SMT and Council.
- Monitor the potential for efficiency savings across all departments to control costs.

Accounting / Business Management

- Maintain the integrity of the financial control framework with the Senior Registration Officer, identifying potential weaknesses and appropriate solutions.
- Ensure preparation of accounts; compare, analyse and report on performance incl. variances arising.
- Ensure preparation of year-end accounts; compare, analyse and report on performance incl. variances arising.
- Manage annual financial audit and report findings to CE&R, Audit Committee and Council and implement findings of audits.
- Prepare Financial Report for inclusion with Annual Report and Accounts.
- Ensure legal compliance, best practice and value for money is met in the following areas:
 - Bookkeeping
 - Treasury and investment management
 - Cash flow management
 - Payroll (NB: processing sits with Registration and Resources Officer)
 - Pensions (NB: processing sits with Registration and Resources Officer)
 - Employee health insurance (NB: processing sits with HR Manager)
 - Taxation
 - VAT
 - Insurance

- Procurement of services

Purchase ledger maintenance

- Log and code invoices received.
- Ensure invoices are authorized.
- Enter authorised invoices onto SAGE accounting system.
- Undertake monthly payment run and ensure BACS payments are appropriately authorized.
- Complete supplier reconciliations and resolve any queries arising.
- Maintain accuracy of supplier data held on SAGE accounting system.
- Ensure the upkeep of all electronic financial folders associated with the responsibilities as set out in the job description.

Risk management

- Run the monthly internal GOsC Governance/Risk meeting.
- Report to the Audit Committee and Council on risk management.
- Ensure the GOsC approach to risk is based on best practice.
- Work in partnership with internal colleagues to ensure the regular review of the risk management framework, including the upkeep of the risk register to reflect the current business climate.
- Further embed risk management processes within the organisation through close working with all departments.

Organisational performance

- Develop and implement plans for assessing organisation performance including reporting to Audit Committee and Council.
- With the Chief Executive and Registrar develop and implement mechanisms for assessing board effectiveness.

Project Management

- Initiate and manage ad hoc projects related to finance, which may impact across all departments, ensuring adequate resources to complete the projects, clear communication and effective and efficient delivery of project on time and within budget.
- Appraise and manage financial elements / impact of projects, and report findings.
- Where appropriate, analyse efficiency savings arising from project delivery/ implementation.

Team/People management

- Day to day management of the IT Manager and Facilities Manager including performance development
- Regular one to one meetings and feedback
- Provide a sounding board to support in identifying risks and solutions

Key responsibilities

Competencies required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates.

Competence	Evidence
Strategic financial and risk management	<ul style="list-style-type: none"> • Proven ability to move easily between strategic and operational detail and manage competing priorities. • Proven ability to develop forward-looking financial strategy to underpin the Strategic and Business Plans, based on clear evidence and insight from internal and external sources. • Proven ability to lead on the development of the annual budget setting and performance process, in collaboration with other departments. • Proven ability to oversee and manage budgets on behalf of an organisation. • Proven ability to monitor the potential for efficiency savings across all departments to control costs.
Accounting and business management	<ul style="list-style-type: none"> • Proven ability to maintain the integrity of a financial control framework, identifying potential weaknesses and appropriate solutions. • Proven ability to prepare accounts and compare, analyse and report on performance incl. variances arising. • Experience of purchase ledger maintenance and being able to balance this with other competing priorities • Professional Accounting Qualification required, or qualified by experience
Financial analysis and reporting	<ul style="list-style-type: none"> • Proven ability to analyse financial impact of decisions / projects and break this down so that it is presented in an easy to follow format • Proven ability to identify and report on financial trends and budget performance; forecasting risks and opportunities • Demonstrable report writing skills setting out well-researched and clearly explained viable logical options and recommendations • Proven ability to maintain strong attention to detail
Excellent communications skills (both verbal and	<ul style="list-style-type: none"> • Proven ability to think strategically and to translate high level finance and risk management speak into practical business plans and solutions

Competence	Evidence
written) and commitment to quality and service delivery	<ul style="list-style-type: none"> • Proven ability to forge credible and strong relationships with non-executives, staff and stakeholders at all levels • Demonstrable experience of seeing things from different perspectives and adjusting their communication style to suit a various range of audiences. • Proven ability to communicate complex information simply and succinctly
Team working	<ul style="list-style-type: none"> • Proven ability to work well as part of a team/ business partner as well as on own initiative • Proven ability to understand the importance of overall GOsC objectives and team objectives and how to balance these with their own • Demonstrable careful listening skills; taking into consideration the views of others • Is aware of own strengths and weaknesses and how to adjust to work with others
People management	<ul style="list-style-type: none"> • Proven ability to successfully manage and motivate others, making the best use of skills even if not within their own area of expertise to develop sustainable work solutions. • Proven ability to follow a performance management process; conduct regular one to one meeting's and provide feedback • Provide a sounding board to support in identifying risks and solutions
Project management	<ul style="list-style-type: none"> • Proven ability to identify financial impact and offer sound solutions. • Proven ability to successfully manage meetings including organising; planning; chairing and follow up. • Proven ability to identify and implement continuous service delivery improvements • Knowledge and understanding of regulation, gained either in a regulator or in a sector where regulatory interaction is a core activity

4. Remuneration and Benefits

Salary from £51,000 - £54,000 per annum

Benefits:

- 29 days' annual leave, including 3 days at Christmas time, plus bank holidays
- company pension scheme
- single private medical cover
- health assessment tri-annually
- season ticket loan for rail travel
- £250 per annum for osteopathic treatment
- life insurance cover 4x your salary
- employee assistance scheme.



5. Timeline, Application Process and How to apply

Timeline

Dates	Activity
w/c 4 January 2021	Commence the search and advertising
28 January 5pm	Applications close
w/c 1 February	Thewlis Graham consultant interviewing of interested candidates
w/c 22 February	Client Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Key Responsibilities section and the people who best meet these will be invited for interview with Thewlis Graham Covid secure online.

Those candidates not invited to interview will be advised by email by mid February.

Longlisted candidates will be advised by email. After a consultation between the General Osteopathic Council and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client, again in the most Covid secure way.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference **U0101**: -

1. A comprehensive CV
2. A completed application form – this is found later on in this candidate brief in full. If you need any help or advice regarding this, please let us know.
3. A letter containing:
 - your current remunerations details and notice period
 - the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed diversity monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you



6. Application Form

Evidence of qualities required for Finance Business Partner (Head of Resources and Assurance):

- 1. Please explain why you are interested in this post and what contribution you feel that you can make to the role of Finance Business Partner (Head of Resources and Assurance) at the General Osteopathic Council (200 words maximum)**

Competencies required

- 2. Demonstrates strategic financial and risk assessment management (200 words maximum)**

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

- 3. Demonstrates accounting and business management (200 words maximum)**

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

- 4. Demonstrates financial analysis and reporting (200 words maximum)**

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

- 5. Demonstrates excellent communication skills and commitment to quality and service delivery. (200 words maximum)**

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

- 6. Demonstrates the ability to work independently as well as part of a team (200 words maximum)**

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

7. Demonstrates people management skills (200 words maximum)

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

8. Demonstrates project management skills (200 words maximum)

Using examples from your work or other activities, please provide evidence that demonstrates how you could meet this requirement.

7. Advert

Finance Business Partner (Head of Resources and Assurance)

London • up to £55k per annum plus benefits

Do you want an opportunity to lead on finance, IT, facilities and risk?

The General Osteopathic Council (GOsC) regulates the osteopathic profession and promotes patient safety by setting, maintaining and developing standards of practice and conduct. It is now looking to appoint a Finance Business Partner (Head of Resources and Assurance). We are looking for someone who has the skills, expertise and foresight to lead on finance, IT, facilities and risk and to continuously improve their infrastructure. We would like them to bring new energy and ideas and to add value to GOsC projects and to the enhancement of the organisation's statutory objectives.

This is a new post reporting to the Chief Executive and Registrar and has two direct reports who are the IT Manager and the Facilities Manager.

To succeed in this role, you will need to be able to think strategically and to translate high level finance and risk management speak into practical business plans and solutions. You will need to be able to easily move between the strategic and operational detail. You will also need excellent communication skills (both verbally and written) and a proven ability to forge credible relationships with non-executives; staff and stakeholders.

This is a wide-ranging and exciting position within a progressive and highly respected regulator. As a small regulator with circa 26 staff, no day is the same and applicants will need to demonstrate they are flexible and eager to support and help others in all aspects of our work.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference U0101. The closing date is 5pm on Thursday 28 January at 5pm.

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com

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