



# **Director of Finance and Resources**

**Candidate pack**



# OUR VALUES

At Beat, we share the vision of an end to the pain and suffering caused by eating disorders. We are inspired by the people we serve, by the difference we can make, and by our commitment to each other.

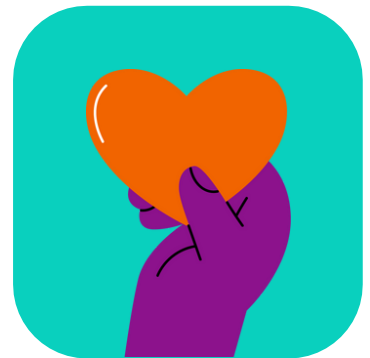
To make our vision a reality, we need to be bold. It takes a particular courage for our beneficiaries to ask us for help. And we need to be courageous in return – being proactive in seeking new opportunities, embracing new ways of working, and challenging things that are preventing our vision from becoming a reality.

Central to our success is our commitment to building and maintaining supportive and mutually empowering relationships with our colleagues, supporters and beneficiaries. In turn, these relationships provide us with unique experience and learning, which we use to speak with both compassion and authority about the realities of eating disorders.

We also believe that people performing at their best are happier in their work and that happy people perform at their best. So we create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

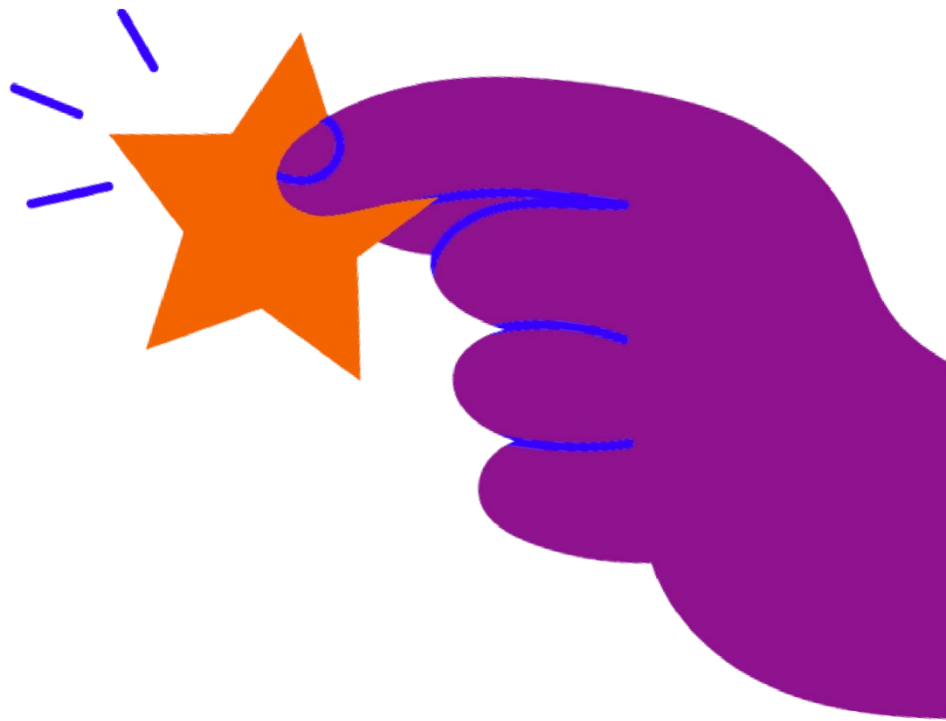
We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not.

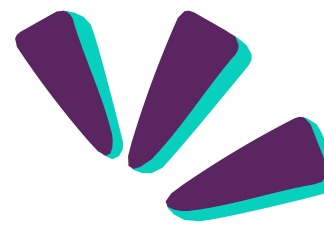
When we get this right, we will achieve brilliant results together, making Beat a truly inspiring and enjoyable place to work.



# PRINCIPLES FOR BEAT MANAGERS

Managers are collectively responsible for the success of Beat's strategy. They are expected to model and champion our values, building a trusting and empowering working environment where everyone's views are heard and valued and where people are working to their strengths.





# OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

We cannot succeed in our mission to end the pain and suffering of eating disorders unless we are able to help everyone affected by eating disorders and address inequalities in experience and outcomes.

We take equality, diversity and inclusion seriously at Beat and we are committed to ensuring EDI is embedded in our service provision and our individual behaviours.

We recognise that there are still significant barriers that deny equal access to the information, support and treatment that everyone affected by eating disorders deserves. As an organisation we will reduce barriers to those seeking our support and use our voice and influence to tackle inequalities and drive change.

We know that we need a diverse, passionate workforce to deliver our mission. We are committed to recruiting, retaining, and promoting a diverse mix of individuals who are representative of the communities we serve.

We believe that everyone should be able to be themselves, feel respected and be empowered to give their best and reach their full potential. We will create a safe and inclusive culture where everyone can progress and thrive, and has a sense of belonging. It is all of our responsibility to make Beat a fair and equal place to work, where we all promote equality, value diversity, and work inclusively.

We expect all of our third-party suppliers and partners and everyone involved in Beat's activities to act in line with our EDI policy. We do not tolerate disrespectful behaviour towards each other, supporters or members of the public. Any breaches of this policy are taken seriously by the organisation.

We know that eating disorders do not discriminate. They can affect anyone, of any age, background or circumstance. We also know that it is only by actively working to eliminate discrimination and create equality that we will be able to end the pain and suffering of eating disorders for good.

# JOB DESCRIPTION

<b>Job title</b>	Director of Finance and Resources
<b>Department</b>	Central Services
<b>Hours per week</b>	34- worked flexibly over 4 days
<b>Salary</b>	£70,000
<b>Contract</b>	Permanent
<b>Location</b>	Flexible with the need for regular travel to Norwich and London



We've taken the We Show the Salary pledge to show salary info on 100% of our job ads.

## PURPOSE OF THE POST

To ensure that Beat has the financial oversight, people and culture, and other central services necessary to deliver its mission and achieve its strategic goals. The post is crucial to the leadership and management of Beat at Executive level and plays a vital role in securing our future success.

# ABOUT THE POST

We are seeking a strategic, experienced, and inspiring leader to join Beat as our next Director of Finance and Resources. This is a rare opportunity to help lead a fast-growing, mission-driven organisation at a pivotal moment in its journey. You will join a truly collaborative Executive team where decisions are made collectively, ideas are shared openly, and every Director plays a vital role in shaping Beat's strategy and future. Together, we will guide the organisation as we launch our new five-year strategy, ensuring that we can continue to build financial resilience, grow our reach, strengthen our impact, and remain a sustainable charity.

In this role, you will not only oversee the financial health of the charity, but also shape the systems, people strategy, and resources that underpin everything we do. Your leadership will be instrumental in embedding robust and transparent financial management, driving operational excellence, and ensuring that our people and infrastructure are fully equipped to deliver our ambitious goals.

You will lead a multi-disciplinary team covering finance, HR, IT, and facilities, providing clear direction and supportive leadership. With direct line management of the Finance Manager, HR & Governance Manager, and Senior Project Manager and Evaluation Lead, you will ensure that all areas of Finance and Resources operate efficiently, sustainably, and in close partnership with colleagues across the charity.

This role will suit someone who thrives on collaboration, innovation, and impact. You may already be working at Director level, or you may be ready to step up from leading a senior finance, HR, or operations function in a larger organisation. Either way, you will bring the vision and experience to strengthen Beat's foundations and the drive to help us reach new heights.

The Finance and Resources teams are primarily based in our Norwich office, with some colleagues home-based across the UK. The Director of Finance and Resources will work flexibly, with regular travel to Norwich and London to provide leadership and oversight, while collaborating closely with colleagues nationally. The Executive meets twice-monthly in London, with regular online meetings and additional sessions in Norwich or London as required. Board meetings are held quarterly in central London.





# MAIN RELATIONSHIPS

The Director of Finance and Resources reports to the Chief Executive and is a member of the Executive team along with the Director of Services, Director of External Affairs and Director of Fundraising. The post holder also has important working relationships with colleagues in Fundraising and with budget holders across the organisation.

The Director of Finance and Resources line manages a directorate including Finance, HR, IT and data, M&E, Administration & Facilities and Project Management.

They have a particularly close working relationship with the Treasurer and the Finance Committee, a sub-committee of our Board of Trustees. They also attend HR Committee and Board meetings.



# KEY RESPONSIBILITIES

1. Be collectively accountable as part of the Executive team for leading and managing Beat, ensuring high performance and maximum cross-organisational collaboration and synergy, deputising for the Chief Executive when necessary.
2. Develop, lead and manage the Central Services directorate, championing our values and management principles, producing strategies and plans, ensuring delivery of our objectives and being accountable for the relevant department budgets and optimum utilisation of resources.
3. Plan and forecast the financial performance of Beat to ensure long term financial viability and to support the development of Beat's strategy; plan and coordinate the annual budget setting process, and ensure effective finance business partnering to budget holders.
4. Review strategies and business plans to ensure financial efficiency, including ensuring full cost recovery where appropriate and/or financial surpluses at an appropriate level.
5. Design and assure financial reports which meet the information needs of the Finance Committee, Trustees and Executive Committee.
6. Ensure that financial processes and controls are efficient and aligned to regulatory requirements while sufficiently streamlined to optimise organisational efficiency.
7. Ensure that risk management, business continuity and data protection policies and processes are of the standard necessary to protect effective operation.
8. Prepare the annual accounts, liaise with the auditors, and coordinate the production of a high quality Trustees Annual Report which demonstrates Beat's effectiveness and impact.
9. Ensure efficient and effective tax and investment strategies are implemented; ensure relevant policies are regularly reviewed and updated to meet organisational needs and to respond to regulatory requirements.
10. Ensure that Beat has the premises & facilities, IT systems and HR services needed to support effective functioning of all our operations, and that these are routinely reviewed and updated.
11. Support HR to provide an efficient and effective workforce through effective management and monitoring.
12. Ensure that Beat's monitoring and evaluation systems and processes are effective and optimally applied.



13. Act as Company Secretary, maintain company records required by the law, and keep up-to-date with relevant regulation and guidance, ensuring that Trustees and managers are aware of changes that affect them.
14. With the appropriate trustees, ensure the optimum functioning of the Finance and HR sub-committees.
15. Ensure own behaviour is fully supportive of an inclusive culture in relation to all colleagues and other stakeholders.
16. Identify own personal learning and development needs and seek opportunities to address them.
17. Other responsibilities relevant to the purpose of the role as required by the line manager.

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.



# PERSON SPECIFICATION

Candidates should take each of the points in the person specification and, using each as a sub-heading in the application form, demonstrate how they meet the requirements of the role.

## Person Specification: Essential requirements

Senior leadership experience	Proven experience working as part of an Executive Team to lead an organisation, shaping strategy and delivering results through cross-functional collaboration.
People and culture leadership	Significant experience leading organisation-wide HR strategy and operations, with a proven ability to build an inclusive, high-performing culture. CIPD qualification desirable but not essential.
Strategic financial leadership	Proven experience leading finance in a complex organisation, ideally in the charity or not-for-profit sector to ensure long-term financial sustainability. Qualified accountant (CCAB-recognised body: ACA, ACCA, CIMA, CIPFA) or equivalent senior-level financial management experience.
Communication and influence	Excellent communication and relationship-building skills, with the ability to influence colleagues, Trustees, and external partners.
Governance and compliance	Sound understanding of governance, compliance, and risk management in a regulated environment.
Commitment to mission & values	Demonstrated commitment to Beat's mission, values, and to promoting equity, diversity and inclusion.





## WHO WE ARE

Beat is the UK's eating disorder charity. We exist to end the pain and suffering and loss of life among people affected by eating disorders:

- ◆ We help them to understand their illness, support them to get treatment and help them towards recovery.
- ◆ We help families and carers know how best to support a loved one into, through and out of treatment.
- ◆ And we train teachers, health professionals and other key individuals to spot when someone is showing the early signs of an eating disorder, how to talk to them and how to encourage them to seek and get treatment as quickly as possible.

We use our experience to campaign for better government policy and health service practice that addresses the challenges faced by people with eating disorders, always guided by the experience of our beneficiaries and the expertise of clinicians. We work both nationally and locally, focusing on three priority areas: early intervention, family empowerment and prevention & cure.

## Our recent financial past and our new strategy:

Beat has been working for people with eating disorders for almost 50 years.

Beat's previous strategy finished in a time of uncertainty post pandemic, when commissioning of services changed and the financial future within the charity sector was uncertain. Beat took the difficult but strategic decision early: to extend the existing strategy and to focus on financial stability—reducing our reach, while maintaining the quality of our service. We also changed our financial year from April to October to enable us to be more certain in reporting promised commissioned and contract income.

This financial turnaround has taken us to now: where we are in a stronger, more stable financial position and looking ahead to grow our reach and rebuild our free reserves: 24/25 is our first full October–September financial year and we are on track to meet our budget commitment to cover our costs and make a small surplus. Our budget for next year also projects a small surplus with the aim of rebuilding our reserves over the next 3–4 years. This has given us and our Trustees the confidence to approve our new 2025–2030 strategy which will be publicly launched in October. This strategy focuses us on:

- ensuring we can provide direct support to more people living with eating disorders and those that support them through our Helpline, online practical, actionable information and our online groups
- building the community around those with an eating disorder so they can better understand, recognise and respond through our training programmes and awareness raising to get more people the help they need earlier
- influencing policy and practice whether government, NHS, education or industries that negatively impact those with an eating disorder, to drive best practice and the right support for those living with eating disorders





# ABOUT EATING DISORDERS

Eating disorders destroy lives. They steal childhoods, devastate relationships and pull families apart. And they can be fatal. They are serious mental illnesses and include anorexia nervosa, bulimia nervosa and binge eating disorder. There are **1.25 million people in the UK** with an eating disorder at any one time, with around **130,000 falling ill each year**. While more women are affected than men, and eating disorders commonly emerge during adolescence, they affect people of all ages and genders.

On average, it takes someone over 3 years from falling ill before they seek treatment, followed by more than 6 years of waiting, therapy, semi-recovery and relapse before they get better. PwC estimates that this costs the NHS £4 billion per year. However, it doesn't have to be this way: if someone starts treatment early, they have a good chance of making a rapid and sustained recovery.

Parents, siblings and other family members are also seriously affected. They should be enabled to help their loved one into a quick and sustained recovery but they can only play their role if they have full understanding, are fully supported and engaged by the health services, and if their own wellbeing is protected. However, they commonly report not being given useful information when a loved one is diagnosed, so they can't stop things getting worse while waiting for treatment to start and they don't know how to support their treatment regime. Families and carers also find that supporting the sufferer has a negative impact on their own physical and mental health.



# WORKING TOGETHER

Our statement of values (see earlier section) is a description of how we work at Beat when we are working together at our best. As the statement concludes, when we get this right we will achieve brilliant results, making Beat a truly inspiring and enjoyable place to work.

Central to those values is the conviction that happy people are more likely to perform at their best, and that people performing at their best are more likely to be happy in their work.

Everyone at Beat therefore has a responsibility for modelling our values and doing whatever is needed to make sure we are working together at our best for as much of the time as possible.

Managers in particular are expected to create an environment of cohesive and focussed teamwork built on trust, understanding and a shared determination to achieve great results. They put their people first and give them the support and freedom they need to innovate and succeed. The definition of a good manager at Beat is someone who is leading a happy and high performing team.

So, if you are successful in your application, you can expect regular meetings with your line manager to share ideas, ensure wellbeing, support and review your progress. They will encourage your learning and development, enabling you to spend on average at least 10% of your time on L&D using a wide range of options. And they will ensure you have all the information and connections you need to do your job to the best of your abilities.





# BEAT'S SHORTER WORKING WEEK

Beat has permanently adopted two significant changes to our working practices:

- 1) Reducing the full-time working week to 34 hours over 4 consecutive days without reducing pay.
- 2) Allowing significantly greater flexibility to work from home

These changes were introduced to help protect staff wellbeing during the Covid pandemic, but were so valued by our colleagues – and resulted in higher productivity despite the reduced hours – that we have made them permanent.

Therefore most full-time staff at Beat work 8.5 hours per day Monday- Thursday, with considerable flexibility available providing that necessary diary commitments can be met. Part-time working patterns are agreed on an individual basis but with the 4 day week as a starting point.

No internal meetings are arranged on Fridays and the office is closed (although still available for use as needed and in the case of personal preference). Full time staff are nevertheless required to be available to work on Fridays when required for meetings unavoidably organised by other organisations, with time to be taken off in lieu.

A slightly different version applies for the Helpline but the principle remains that full-time means working for 34 hours across 4 consecutive days.

Staff who are unable to work 8.5 hours in a day (e.g. because of caring responsibilities) can work some of their hours on Friday and requests for this working pattern would only be refused for very specific business needs or wellbeing requirements. Any full time staff choosing this option would nevertheless need to be available for engagements considered as 'business need' on Monday to Thursday, with notice given and TOIL to be taken as necessary.

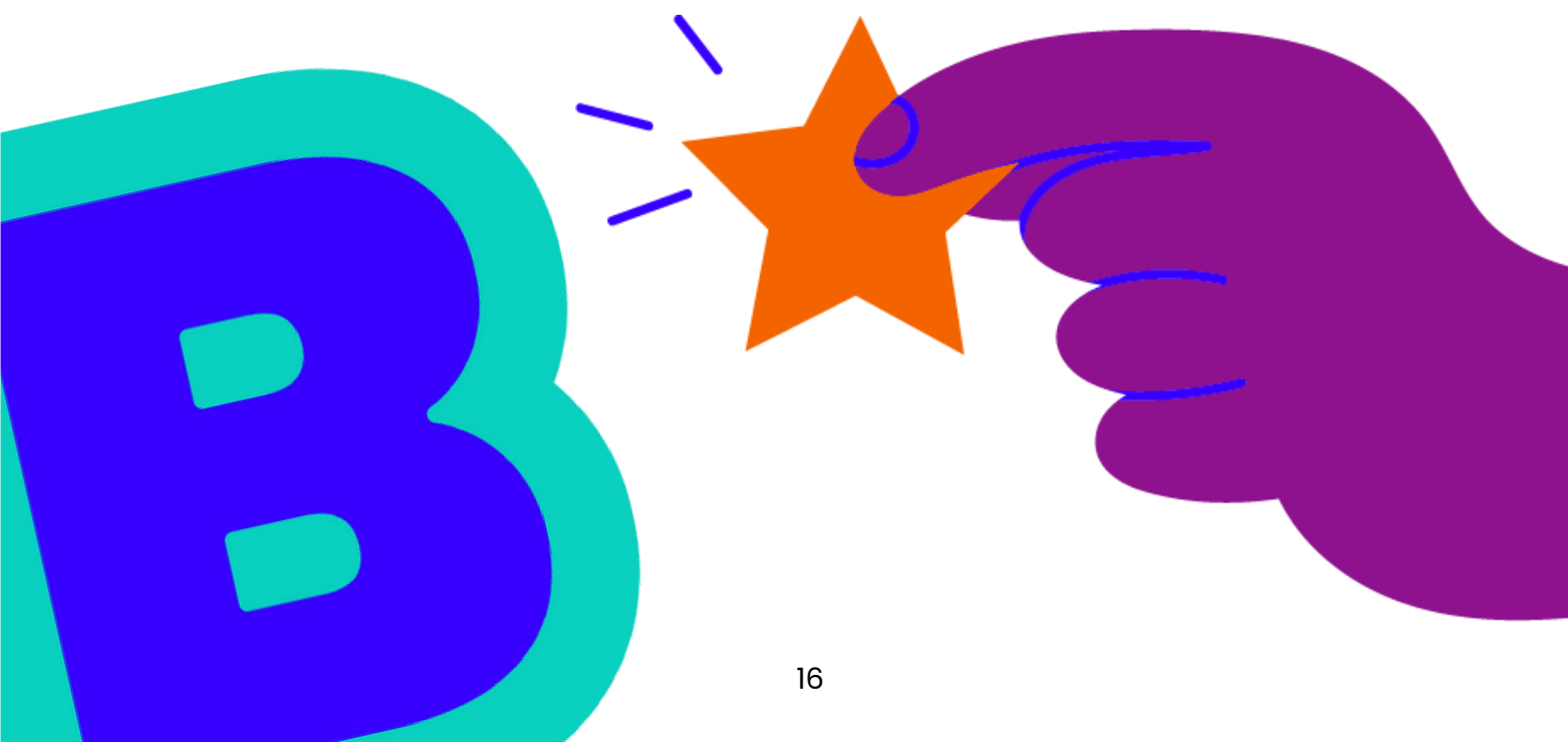


# BEAT'S OFFICES AND HOME WORKING

Beat's head office is in Norwich. Staff who are based in the office must be present there when a business need arises and can choose to work there whenever they like. Except for roles which can only be fulfilled in the physical office, staff also have a high degree of flexibility to work from home.

People who are recruited to be fully or partly home-based will be provided with a laptop and relevant other necessary equipment. All home-working postholders must ensure an internet connection of sufficient speed to attend meetings by video conferencing without disruption.

Staff are required to attend meetings in the Beat office (or elsewhere) when there is a business need. They are also expected to travel to meet business needs, which vary depending on the role. Expenses will be paid for any required travel to locations other than the postholder's normal place(s) of work.



# RESILIENCE AND WELLBEING INTERVIEW

Our work at Beat involves supporting vulnerable people who may be in distress, and all staff are likely to come across potentially upsetting content. This can be difficult for staff at times and for some it can have a negative impact on their health and wellbeing.

In order to best protect our team, and ensure all staff are able to thrive at Beat, we conduct a resilience and wellbeing interview as part of the recruitment process. This will help to ensure that applicants understand the pressures of the role and are able to meet them, and that we are aware of the support they may need from Beat to do so.

## HOW TO APPLY

If you are interested in this brilliant opportunity, please provide the following with your application:

- An **up to date CV** with details of two referees (we will not contact them without your prior permission).
- A **supporting statement** which addresses how you meet the criteria for the role and highlights your motivations for applying.
- You will be asked to complete an **Equal Opportunities Monitoring Form**. You can download this [HERE](#) and send it with your application.

Our recruitment partner Russam will be handling all applications. Please submit your completed application via their website [HERE](#).

If you would like a confidential discussion about the role, please contact Melissa Baxter on [melissa.baxter@russam.co.uk](mailto:melissa.baxter@russam.co.uk) / 07789 985229.

### Next Steps

**The closing date for applications:** Wednesday 17<sup>th</sup> September 2025

**Preliminary interviews with Russam:** 18<sup>th</sup> – 23<sup>rd</sup> September 2025 (online)

First stage interviews with Beat will take place on **2<sup>nd</sup> – 8<sup>th</sup> October** in **London**, second stage interviews will be held on **13<sup>th</sup>–14<sup>th</sup> October** in **Norwich**. Travel expenses can be covered for in-person interviews.

