



POSITION PROFILE



Director of  
Finance



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Thank you for your interest in joining Myeloma UK as our Director of Finance – a key role on our Executive Leadership Team. This is a time of significant renewal for the organisation. Having successfully served our community for 25 years, we have recently launched a new strategy that addresses the changing needs and priorities of people affected by myeloma. Our vision is a world where myeloma doesn't exist, but we need to go further, faster because people with myeloma can't wait.

This is an opportunity to play a major role in shaping the strategic development and future direction of the organisation, working with colleagues at the cutting edge of myeloma research, advocacy, and support.

Myeloma UK is the only UK charity focused on myeloma, an incurable blood cancer, and its related conditions. We provide support and influence access to treatments, while researching a cure. We are here for people affected by myeloma, for healthcare professionals and researchers – and anyone who wants to be part of the cure. When Myeloma UK was founded, the life expectancy for a myeloma patient was between 12 and 24 months. Today, the life expectancy has quadrupled to between four and eight years, with three out of ten patients living for ten years or more after their diagnosis and some for much longer. When we first began our work, there were no bespoke treatments available to myeloma patients on the NHS; today there are nine available in twelve different combinations. Twenty-five years ago, patients and clinicians had no clear guidelines to ensure people with myeloma received an equal standard of care. Today there are gold-standard guidelines built upon our work and recommendations.

This role is a significant and influential leadership position. We are looking for highly experienced leader, who will steward our finances and support our strategic growth agenda. We are committed to building a diverse workforce and leadership team and are taking positive action to increase diversity throughout our charity at all levels. We welcome applications from all backgrounds and experiences. You will be joining an exceptional and passionate team, ready to make the next transformative strides forward and ensure that no-one faces myeloma alone.

If you believe you have the skills and qualities required, I hope you will be inspired to find out more!



**Dr. Sophie Castell**  
Chief Executive



**We make it possible to live longer and better lives with myeloma.**

**Through research and treatments, we find new ways to a cure.**

**Together, we support so no-one faces myeloma alone.**

Myeloma UK is the only UK charity focused on myeloma and its related conditions. We ensure people affected by myeloma get the support, information and treatments they need and fund essential research towards a cure. We are here for people affected by myeloma, for healthcare professionals and researchers – and anyone who wants to be part of the cure.

Everyone's experience of myeloma is different, and each person has their own journey, but we're here to make sure no-one faces myeloma alone, and we are here for the long haul.

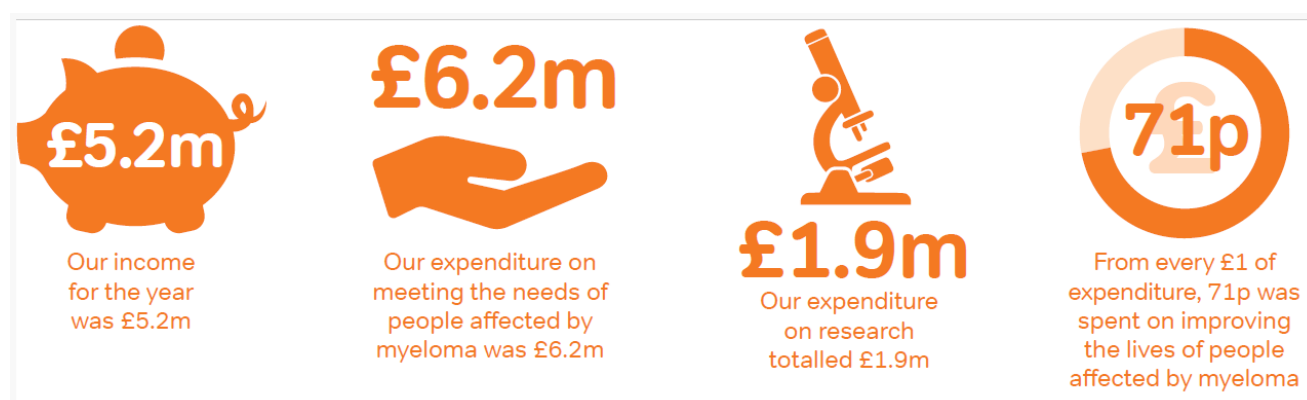
Our team of 78 colleagues is ambitious, determined, and agile, and we've come a long way. Together with our unique community, we have transformed treatment and care for myeloma patients. From no myeloma-specific cancer treatments 25 years ago, to a range of treatments that can be given in multiple combinations by the NHS today. We are accelerating new research and clinical trials and we're finding ways to speed up diagnosis to reduce harmful delays.

Every time we act together, we increase the pace of change. Early diagnosis will overtake delays. Personalised treatments will transform prognosis. Incurable will become curable. We can only achieve this thanks to public support through donations, fundraising and gifts in wills.

Our progress makes us optimistic, and we're gathering speed. But there is further to go, and more to do – to ensure everyone affected by myeloma can live the best life possible. Because **together we are the cure.**

## Our Finances

We do not receive government or NHS funding with almost all of our funding coming from public donations and gifts in wills.





## Our new strategy

We recently published our 2024-2028 Strategy '[Together we are the cure](#)' and have defined three core areas that will underpin everything we do. They reflect both people's biggest priorities today and where we believe we can deliver the greatest progress between now and 2028.

**Preventing Myeloma** – By focusing on earlier diagnosis and on precursor conditions that can develop into myeloma, we want to radically reduce the proportion of people who are affected by myeloma.

**Treating Myeloma** – By helping to deliver cutting-edge treatments, policies and care standards, we want more people to move into remission for longer, and we want to help people feel a greater sense of control over their situation.

**Living with Myeloma** – By improving our understanding of living longer with myeloma and by offering the best support, we want to help everyone live a full life after diagnosis – regardless of their background and the type of treatment they receive.

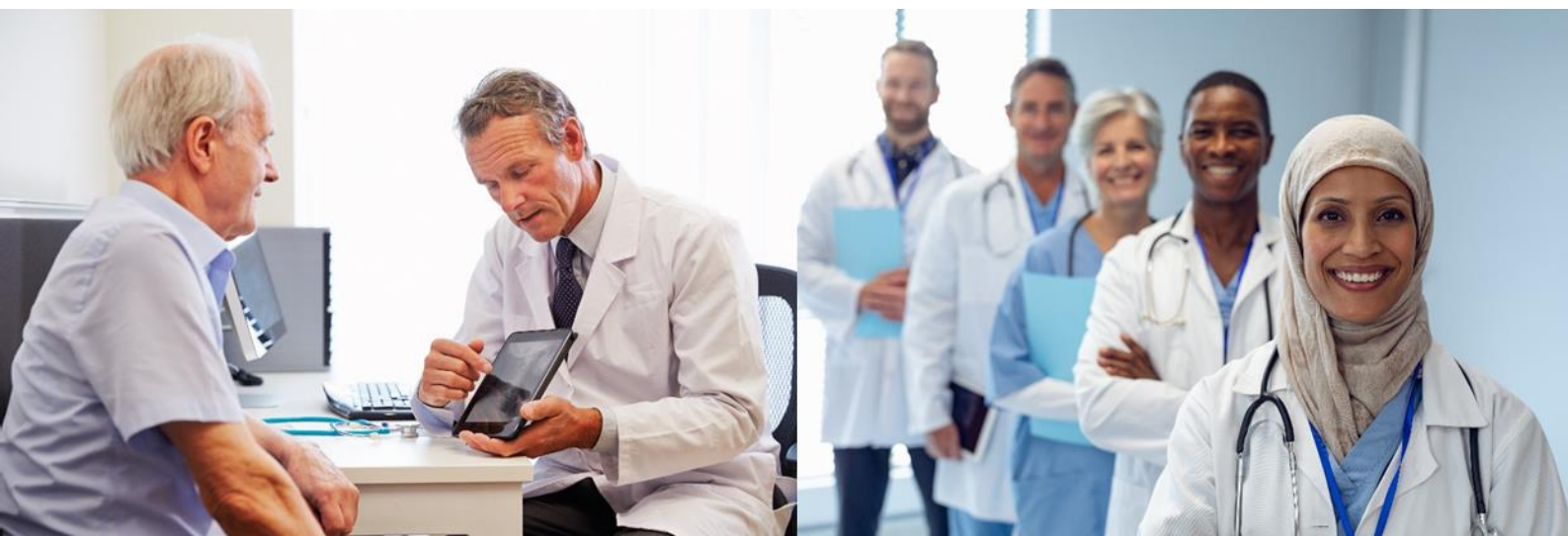
Within Myeloma UK and in everything we do, there are **four guiding principles** that shape both our thinking and our actions.

We will be led by people affected by myeloma - That's always been the case and it won't ever change.

We will partner with purpose - No one will make myeloma history alone. So we will collaborate and build powerful partnerships to help our impact grow.

We will be representative of all backgrounds and experiences - This is a strategy for the whole myeloma community – so we will focus more than ever on diversity and inclusion.

We will invest wisely where we can make a difference - We treasure every penny donated to us – and we will make every penny count.





**Our values** help make us unique; together, they shape the way we behave as an organisation and assist us in our goal to make myeloma history.



## **Excellence**

We constantly strive for excellence in everything we are involved with, helping us achieve consistently high standards while offering well-informed support. We have expert knowledge, delivering quality in everything we do.



## **Compassionate**

Our understanding nature underpins all conversations, meetings and interactions. This warmth helps us empathise with people in difficult situations, offering support while being thoughtful and considerate colleagues.



## **Passionate**

Our passion encourages us to go over and above, channelling our energy positively to make significant, measurable progress. We believe in what we do. Our desire to find a cure is unstoppable, as is our drive to help those affected.



## **Collaborative**

We are united behind our goal of finding a cure for myeloma. To achieve this, we work with and support a wide variety of stakeholders to drive progress. This collaborative approach empowers us to work as a team, share progress, knowledge and involve the right people.



## **Innovative**

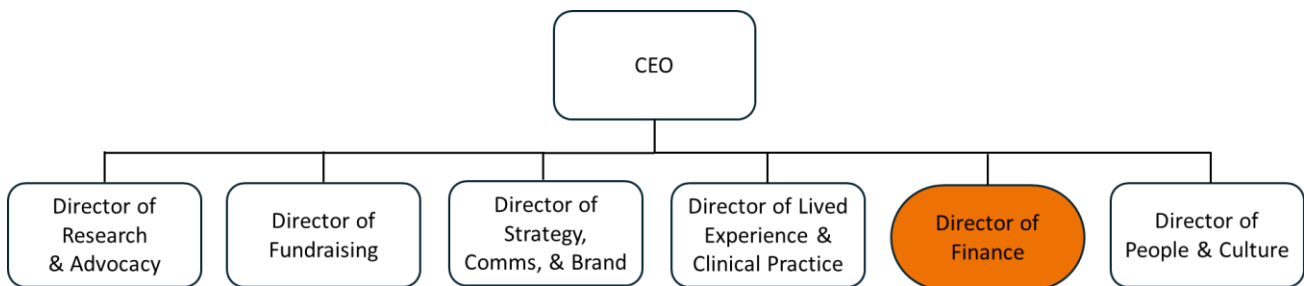
We are always searching for new ways to challenge myeloma. Our work progresses new drugs and treatments; influences policy and encourages positive change. Our ability to look at situations from a variety of perspectives allows us to explore new avenues and find the best ways to support the people we interact with.





**Job Title:** Director of Finance  
**Reports to:** Chief Executive  
**Location:** Myeloma UK's Offices: 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG

**NB:** Myeloma UK embraces agile working for all employees, with an expectation that this individual would be in the Edinburgh office at least two days a week.



With accountability for the financial stewardship of the charity (c£5 million turnover) encompassing effective financial control and reporting, you will also act as Company Secretary, with responsibility for the appropriate governance of the charity, ensuring compliance with all the necessary finance and health and safety statutory requirements.

Myeloma UK has the ambition to double its income over the next five years and ultimately achieve a step-change in its reach and impact. To directly support its ongoing development and growth, both in terms of preventative activities and supporting those affected by myeloma to live longer and have better quality lives, **key priorities of the role** include:

- Leading the short, medium and long-term financial and operational planning process to support the overall strategy and objectives of the charity
- Enabling informed decision-making, at both ELT and Board level through the provision of timely, accurate and meaningful information, reports, and analysis
- Directly supporting decision-making in relation to both future investment and new service development through financial appraisals and the preparation of business cases that identify risks
- Working closely with senior colleagues, particularly the Director of Fundraising, to constructively challenge and help build effective and persuasive cases for financial support and income generation, undertaking options appraisals and scenario planning as appropriate
- Encouraging a culture that supports staff to focus on continuous improvement and embracing innovation in the way we deliver corporate services
- Working collaboratively, as a member of an experienced Executive Leadership Team, to develop Myeloma UK's strategies, goals, priorities and outcomes and report progress to the Board



## Duties and Responsibilities

- Lead and motivate the finance function to support both financial decision-making and the achievement of the organisation's strategic goals, and also ensure compliance with all statutory and related accounting and tax regulations
- Oversee the monthly management and annual statutory accounts process, driving cost control and operational efficiency across the organisation through increased visibility and transparency
- Provide bespoke reports and management information (both finance and non-finance), advice and guidance to management and staff across the organisation to enable them to achieve their objectives within their available budgets
- Ensure the appropriateness of the key assumptions included in Myeloma UK's financial planning, incorporating short-, medium- and long-term strategies, and annual budget processes, and providing advice to the Chief Executive and ELT colleagues whilst also monitoring and reporting progress against organisational goals and objectives
- Regular engagement with key budget holders to support ongoing monitoring of financial performance – empowering them through the provision of meaningful and bespoke financial information (including the true cost of service provision) to facilitate and improve the decision-making process
- Work closely with Heads of Department to ensure that restricted grants received are spent according to the funders' wishes and that all evaluations and reports are produced
- Undertake project appraisals and the financial aspects of business cases (e.g. new business or investment proposals) identifying issues and risks arising
- Along with the managers in charge of clinical trials and research, give oversight to the funding of research grants and work with colleagues to ensure compliance with all funding arrangements
- Proactively liaise with the Treasurer, auditors, bankers, funders and any other advisors on all financial governance matters
- Work with the outsourced IT provider to develop a fit-for-purpose IT infrastructure and systems-based approach that embraces modernised practice, meets both the current and future needs of both staff and the wider organisation, and supports the effective running of Myeloma UK
- Oversee all risk management activities, ensuring there is the appropriate focus on the identification of risk and its mitigation, ultimately ensuring Myeloma UK remains a resilient business. This will also encompass regular reporting and engagement with both ELT colleagues and the Finance and Audit Committee
- Build productive working relationships with external stakeholders to maintain and enhance their commitment to Myeloma UK, particularly with the Board of Trustees
- Embed the organisation's defined core behaviours and values and ensure the implementation of an ethical, transparent approach to all operations
- Overall responsibility for property/office management, including compliance with health and safety legislation
- Overall responsibility for procurement and delivery of best value





The role requires a qualified accountant who is an inspiring, solutions-focused and forward-thinking leader with a proven track record in strategic financial management. Candidates should be able to show relevant experience supporting both the ongoing development and growth of an organisation, within either the voluntary or private sectors.

A strategic thinker with well-developed business/commercial skills and the ability to translate strategy into action, the successful candidate will also be an accomplished communicator able to build relationships and work in partnership with both internal and external stakeholders.

## Skills and Experience

- Experience in leading, managing and developing a finance function that consistently delivers high standards and meets both internal and external deadlines
- Significant experience gained across both financial and management accounting activities including, but not limited to, monthly management and annual statutory accounts production, budget preparation, reporting and monitoring, robust financial controls, and external statutory compliance
- Proven track record in strategic planning and supporting the decision-making process through the provision of meaningful financial information and analysis
- Direct involvement in providing both financial and commercial advice, as well as guidance and support to non-financial operational staff
- Excellent understanding of financial governance and risk, and evidence of strong contributions to risk management processes at senior management or Board level
- Highly analytical with the ability to get “behind the numbers” and carry out complex numerical and financial calculations and analysis to allow well-informed commercial decisions
- Excellent stakeholder management experience (including internal customers, Board Trustees, and external parties) coupled with a strong track record in building personal credibility, relationships, and networks
- Highly developed interpersonal skills and the ability to engage with a variety of people
- The ability to work under pressure within a dynamic and changing environment, maintaining a flexible ‘can do’ attitude
- Previous experience of developing and embedding a culture of continuous improvement
- Creative and innovative in your approach and able to encourage others to work in this way
- A commitment to Myeloma UK’s mission and the ability to advocate for the organisation internally and externally



**Salary:** £80,000 – 85,000

**Pension:** Stakeholder Pension – 5% minimum employee contribution, 7% employer contribution

**Holidays:** 30 days + 6 public holidays

The standard working week comprises 35 hours, Monday to Friday. Myeloma UK embraces flexible working and also operates a flexi-time scheme.

## The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James.

Livingston James will conduct initial conversations prior to discussing candidates with Myeloma UK.

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to [douglasadam@livingstonjames.com](mailto:douglasadam@livingstonjames.com).

*Myeloma UK is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.*

