

## **Finance and Operations Director**

### **Full time, based in Escrick, York**

Kleijnen Systematic Reviews (KSR) Ltd is an independent research company that produces and disseminates systematic reviews and health technology assessments of research evidence in health care. KSR was established in 2005 and is based in modern offices south of Escrick, York.

As a result of retirement we are looking to recruit a Finance and Operations Director to work closely with the Managing Director and the HR/Office Manager.

KSR is currently moving to an Employee Ownership Trust (EOT) and the post holder will have substantial involvement in this process and will be able to share in the future benefits this will bring.

The post holder must have substantial experience of financial management, including preparing monthly management accounts, as well as general operational management. Previous experience in contract research would be an advantage. KSR is a small company, currently employing 27 staff, so a flexible attitude and willingness to take on any task necessary for the smooth running of the company is essential.

Responsibilities include the following:

#### **Financial management**

To include, but not limited to:

- Bookkeeping (Sage 50 or similar electronic system)
- Payroll (Sage 50 or similar electronic system)
- Invoicing and credit control
- Payment of invoices
- Purchasing, including travel
- Bank reconciliations and VAT returns
- Financial planning including monthly and annual reporting
- Pensions/auto enrolment
- Approving research contracts, subcontracts and confidentiality agreements
- Liaising with commissioners for any financial queries
- Liaising with KSR's accountants for preparation of annual accounts
- Maintaining and submitting information for annual returns to Companies House
- Checking costings for all proposals

#### **Operations management**

To include, but not limited to:

- First point of contact for IT issues and liaising with IT support company where necessary. IT support will include maintain the fixed asset register, checking of all backup processes, planning for replacement hardware and software and installing software on PCs

- Arranging contracts with external support services (e.g. cleaning company, alarm company)
- Arranging all necessary insurances for the company
- Agreeing contracts for suppliers (e.g. electricity, telephone system)

The successful applicant must have, or be able to demonstrate, the following:

	Essential	Desirable
Substantial experience (minimum three years at senior level) in financial management/planning/payroll using SAGE (or similar system)	✓	
Experience of explaining financial issues to non-finance specialists	✓	
A qualification in financial management/planning		✓
Substantial experience (minimum three years at a senior level) in office/operations management	✓	
Experience of working in a contract research organisation		✓
Able to plan, organise and co-ordinate your own workload, work accurately to meet deadlines and manage conflicting priorities by prioritising key tasks	✓	
Experience of handling confidential information	✓	
Able to communicate confidently, positively and appropriately with KSR staff and external contacts both verbally and in writing	✓	
Ability to use own initiative with a proactive approach to problem solving	✓	
Demonstrate excellent IT skills and a proven ability and experience of working with MS Office and the internet to produce documentation and maintain accurate records	✓	

Training will be provided by attending courses and 'on the job'.

We offer an attractive salary, with a guaranteed 5% annual increment, permanent contracts (subject to a probationary period), profit related bonuses and flexible working hours. The post is based in KSR's offices, which are located at Escrick Business Park, approximately eight miles south of York.

**Informal Enquiries**

Prospective applicants who wish to discuss the post should contact Robert Wolff ([robert@systematic-reviews.com](mailto:robert@systematic-reviews.com)) or Jeanette Kleijnen ([jeanette@systematic-reviews.com](mailto:jeanette@systematic-reviews.com)) by email.

**How to apply**

Please send your CV with covering letter to Jeanette Kleijnen, email [jeanette@systematic-reviews.com](mailto:jeanette@systematic-reviews.com). The covering letter should clearly explain your suitability for the post in light of the criteria identified above.

**Closing date: 26 May 2021**