

Introduction

These notes are intended to help you to participate in our selection process as effectively as possible. **Please read these notes carefully before completing your online application form.**

If you have any difficulty in completing your online form or require any adjustments to support an individual need or a disability, please contact us on Jobs@sor.org

The application form plays an important part in the selection process, both as a tool for shortlisting candidates for interview, and in the interview. The application process is designed to give all candidates the opportunity to demonstrate the extent to which they can meet the requirements of the role.

To ensure fairness to all applicants, any decision to shortlist for interview will be based solely upon the information you supply on your application form. Even if you are already known to SOR / COR as a previous or current employee or a member, it is important you complete the online form in full.

Closing date for submission of online applications is **13th October 2025 at 12:00 Noon** No applications will be accepted after this deadline, even if you have partially completed it.

SOR / COR reserve the right to close the vacancy earlier should there be a large response. Interested candidates are therefore encouraged to submit their application at the earliest opportunity.

Interviews will take place virtually on **20th October 2025**.

Examine the Job/Role Description and Person Specification

All SOR / COR vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities of the post are set out in this document along with the knowledge, skills and experience we are looking for in the successful candidate. It is important to read all the information in these documents before completing your application.

You can find the Job Description / Person Specification for this role below ([click here](#)).

Analyse your experience

Look at the activities involved in the role. Think about what specific evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

Preparation to complete your online application form

SOR / COR uses an online application process via Hireful, our Applicant Tracking System. When you click "Apply" you will be directed to our Jobs pages and the online application form.



The display of the online application form can be adjusted to support additional needs you may have by clicking on the accessibility button. Different profiles and adjustments are available to improve accessibility.

Once you have *submitted* your application it cannot be updated, it is therefore recommended

that you prepare your answers to both the pre application questions in advance and that you have all your career & education history and a supporting statement to explain how you meet the requirements of the person specification before you start.

You can however come back to a partially completed application *before submission*, using the link that will be emailed to you so long as the job remains open to applications.

You will not be able to attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. You are encouraged to target your application and specifically answer the shortlisting questions rather than cutting and pasting sections from your CV or a covering letter.

We recognise that the application process is a little more involved and takes a bit more time than some processes that require candidates to click a link and upload their CV. However, our application process is outcomes based and allows all applications to be measured against the same criteria.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you, and even if you are known to the SOR, the panel will not know this since all applications are anonymised by our Applicant Tracking software. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

Please also do not exceed the prescribed word count.

To help you prepare for your application, you will need information in the areas detailed below.

Section 1: The pre-application form

The section headed 'Pre-Application' is a very important part of the online form. In this section you will be asked to respond to some, or all of the essential criteria as set out in the person specification for the role, by answering some very specific questions.

Please ensure you answer the questions in full. Once you proceed beyond these questions, you will not be able to go back and change it, so you may find helpful to prepare the answers to your questions in advance.

These questions provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required without providing specific examples of what you have done and how you believe this demonstrates you meet each requirement.

SOR060 – Head of Finance

Pre-application questions for candidates to complete on online application form.	
1)	Do you have a recognised Accountancy Qualification i.e. fully qualified accountant (ACA, CIMA, ACCA, CPFA or similar)
2)	With dates, please provide evidence of your work experience leading the Finance function, noting the size of and nature of the organisation, your budget responsibilities, and team leadership.
3)	Describe your experience of year end accounts production and your involvement in the external audit process.
4)	Describe your experience of organisational budgeting and financial plan production.

Section 2: The main application form

In this section, you will need the following information to hand:

- Your personal and contact details.
- Your full employment history, with dates of employment and a summary of your roles and responsibilities, reasons for leaving and salary. You should start with your present and most recent employer.
- You will also detail your education and training.
- Your skills, experience and additional information in your supporting statement.

This section enables you to detail evidence to support other aspects of the essential and desirable criteria listed on the job description / person specification that you may not have included in the pre-application questions. Please keep the word count to 400 words.

Once you are happy with your application, please submit it, and you will receive an acknowledgement of receipt to your email.

We hope you find the contents of this document helpful and good luck with your application.

If you have any questions in relation to your application, please contact a member of the Human Resources team by emailing Jobs@sor.org.

We look forward to receiving your application, the link to apply can be found on our website here: <https://www.sor.org/jobs>

Job Description and Person Specification

Job Description	
Job Title:	Head of Finance
Hours of Work:	1.0 whole time equivalent (35 Hours per week with options for flexible working)
Contract:	Permanent
Reports to:	Executive Director of Finance & Operations
Matrix Reporting	None
Place of Work:	Head Office of the SoR, home working or hybrid model
Grade:	Grade E
Information about the Society and College	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 34,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>

Job Purpose	<p>The Head of Finance is responsible for providing leadership and operational delivery of all financial matters for the Society and the College.</p> <p>Working closely with the Executive Director of Finance and Operations (EDFO), the Chief Executive Officer (CEO), and Senior Management Team deliver high-quality accounting service to the organization, including financial advice, sound financial planning, accurate reporting, and robust financial controls.</p> <p>Leading a team of five delivering all aspects of finance, pensions, and payroll, while also managing key stakeholder relationships across the not-for-profit, charity, and trade union sector.</p>
Dimensions	<p>Financial management and reporting for budgets of approaching £10million</p> <p>Payroll of £6.2m</p>

Key Objectives	<p>Financial Leadership</p> <ol style="list-style-type: none"> 1. Work within a flexible and responsive financial framework, ensuring systems remain efficient and fit for purpose in a complex operating environment. 2. Enable effective financial management and strategic financial leadership, ensuring accurate accounting data and robust analysis informs decision making 3. Support the EDFO in preparing financial information and analysis for presentation to the UK Council, College Board of Trustees, CEO, Executive Directors, and other senior stakeholders. 4. Lead the organisation's financial planning and budgeting processes that are fully compliant with all regulators and fit for purpose. 5. Oversight on financial control, policy development and implementation, and ensuring accounts payable, accounts receivable and nominal ledgers are up to date, monthly accounting timetable is managed effectively. <p>Financial Management, Treasury, Reporting & Compliance</p> <ol style="list-style-type: none"> 6. Prepare management accounts to ensure the EDFO and senior leadership team have an up-to-date understanding of the Society's and College's financial position. 7. Manage the budgeting, reporting, and forecasting process across the organisation, ensuring budgets are used effectively and value for money is consistently secured. 8. Co-ordinate the preparation of year-end statutory accounts for both the Society and College, managing the audit process and liaising with external auditors. 9. Ensure full compliance with all financial, fiscal, and legal
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	<p>obligations, including FRS 102, Charity SORP, VAT, corporation tax, PAYE, and National Insurance.</p> <p>10. Day to day management of the treasury function, banking relationship, investments portfolio and related mandates in accordance with organisational policies and strategic priorities.</p> <p>11. Oversee and ensure compliance in relation to purchasing, tendering, contracting, and expense policy management.</p> <p>Financial Operations & Cashflow Management</p> <p>12. Oversee the effective management of Accounts Receivable and Accounts Payable processes, ensuring invoices are issued, processed, and paid accurately and on time.</p> <p>13. Ensure robust credit control procedures are in place to manage outstanding debts and maintain healthy cashflow.</p> <p>14. Lead on balance sheet management and reconciliations, including control accounts, bank reconciliations, ensuring the accuracy and the integrity of financial data.</p> <p>15. Monitor cashflow forecasting and liquidity, providing regular updates to the EDFO and senior leadership team to support informed decision-making.</p> <p>16. Lead on financial systems development, maintenance and support with regular reviews to make sure the system is fit for purpose, users are trained to get the best out of the system and making use of the technological developments.</p> <p>17. Manage accounting for taxation and VAT, including Partial Exemption, VAT returns and day to day relationship with the HMRC.</p> <p>Pensions & Payroll</p> <p>18. Support the administration of the Society's defined benefit pension scheme, working with the Scheme Trustees, regulators, administrators, and legal advisors on financial aspects of the scheme.</p> <p>19. Oversee the delivery of an accurate and efficient payroll service, ensuring compliance with statutory requirements and internal policies, including completion and filing of all related statutory returns.</p> <p>Stakeholder Engagement & External Partnerships</p> <p>20. Negotiate and establish partnerships with key commercial providers, ensuring value for money and long-term sustainability.</p>
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	<p>21. Act as the primary interface with banks, auditors, investment managers, pensions specialists, and other financial advisors relevant to the not-for-profit and charity sectors.</p> <p>22. Build strong relationships with Regions and Countries Treasurers, providing expert financial guidance and support where needed.</p> <p>23. Oversee the finance and administration of the Society's Benevolent Fund, ensuring compliance and responsible financial stewardship.</p> <p>24. Liaise with suppliers on the insurance arrangements for the SOR, negotiate on annual premiums, oversee insurance claims and other matters.</p> <p>Risk, Governance & Internal Controls</p> <p>25. Undertake regular reviews of internal financial control procedures to ensure sound business practices, mitigate risks, and safeguard organisational assets.</p> <p>26. Monitor financial risk exposure and propose effective mitigation strategies to the EDFO.</p> <p>27. Ensure full compliance with all regulatory, legal, and sector-specific reporting obligations, including those required by the Charity Commission, Companies House and Certification Officer.</p> <p>Leadership & Team Management</p> <p>28. Provide strong leadership and effective line management for the Finance Team, ensuring clear objectives, performance management, and professional development.</p> <p>29. Build a collaborative, high-performing culture, empowering team members to deliver operational excellence across finance, pensions, and payroll.</p>
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COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal

Chief Executive, Executive Directors and Heads of Department All staff

External

Auditors

Pension Trustee Board, Administrators and Investment Managers Tax

Advisers

Benefits Providers

Investment Managers

Statutory and Regulatory bodies

Person Specification				
	Criteria (E= Essential D = Desirable)	E	D	Evidenced by
	Previous Experience			
	Previous experience of financial senior leadership	✓		Application form (Shortlisting question) & evidence at interview
	Proven experience of budgeting, financial reporting, and multi-entity audits.	✓		
	Significant experience in Charity/Corporate Governance and Risk Management	✓		Application form (Shortlisting question) & evidence at interview
	Track record as a leader with in-depth experience across planning and performance management, financial management	✓		Application form (Shortlisting question) & evidence at interview
	Strong working experience of pensions administration, payroll, and tax compliance.	✓		
	Experience of Financial leadership within a Trade Union		✓	Application form (Shortlisting question) & evidence at interview
	Project Management experience.		✓	Application form (Shortlisting question) & evidence at interview
	Financial systems implementation, development and support experience, including restructuring of the Chart of Accounts		✓	Interview
	Experience with effective remote working and managing remote hybrid teams	✓		Interview
	Knowledge			
	Fully qualified accountant (ACA, CIMA, ACCA, CPFA or similar)	✓		Interview
	Knowledge of Company, Charity, Trade Union and Pensions legislation to ensure compliance and sufficient to manage and balance any tensions stemming from the interplay between statutory requirements/regulatory compliance and pursuing organisational goals	✓		Interview
	Thorough understanding of FRS 102, Charity SORP, and broader financial governance requirements.			

	Abilities, Skills, Competencies & Behaviours			
	Ability to analyse data and determine trends, forecasts and corrective actions where necessary	✓		Interview
	Ability to think strategically, to translate strategy into action, and to turn ideas, concepts and evidence from a broad range of sources into clear, concise, written policy statements, reports, and presentations and implementation plans for SOR / COR	✓		
	Demonstrable ability to interact and influence at all levels, to have difficult conversations in a constructive and solutions-focused way.	✓		Interview
	Excellent oral and written communication and influencing skills, including being able to speak in public, influence others and to carry a debate with a wide range of individuals, groups and organisations and employer groups	✓		Interview
	Strong self-management and ability to work effectively without support	✓		Interview
	Practical knowledge and experience of Microsoft Outlook, Word, Excel and PowerPoint and other IT and Video conference packages	✓		Interview / Test
	A calm, assertive, persuasive and professional approach that always reflects SoR / CoR values	✓		Interview
	Able to maintain confidentiality and handle extremely sensitive information with diplomacy and tact	✓		Interview
	Excellent organisational skills, to plan, able to prioritise effectively and manage multiple demands and meet deadlines	✓		Interview
	Understanding of data protection principles	✓		Interview

Use of AI in the application process

Your application is assessed by a panel of people at the SOR who are trained in inclusive recruitment and selection using clearly defined set of criteria. We do not use Artificial Intelligence (AI) or computers to shortlist candidates.

We appreciate however that the advent of AI provides opportunities for candidates to use it as part of their job application.

If you choose to use AI or other tools to assist in writing your application, it's essential to personalise this information and ensure you provide evidence to support your comments / claims and explain how your experience meets the requirement of the role.

While AI can help streamline the writing process, our experience shows us that these tools cannot fully grasp the context or requirements of the job, nor can they accurately reflect your

skills, knowledge, and experience.

We are vigilant to AI generated applications and see an increasing number of candidates relying on AI for the entirety of an application. This can result in an application that can lack relevance and fails to address the key criteria outlined in the job description and person specification. It may come across as generic, lacking in substance, and fails to distinguish candidates from other applicants.

Our inclusive recruitment process is aimed at uncovering the evidence to demonstrate that candidates have the actual skills and experience to do the role and without demonstrable evidence or examples an application is unlikely to get shortlisted.

What happens next - The Recruitment Process

Shortlisting

Shortlisting will take place as soon as possible after the closing date. All applications are automatically anonymised by our Applicant Tracking System and your application will be given a unique number. Diversity data remain anonymous throughout the process and cannot be accessed by HR or the selection panel. We report on Diversity data on an annual aggregated basis to help us ensure our processes are inclusive and free from bias.

When shortlisting, we assess the extent to which your application meets the essential criteria that we set out the Pre-Application questions on the application form. Shortlisting managers will then go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of the outcome of the shortlisting process via email.

Interviews

We try, wherever possible to indicate in the advert and job/role description the date when interviews will be held so applicants can plan. If you are shortlisted, we will normally contact you by telephone and email to invite you to interview. We will give full details of what the selection process will involve.

If you have a disability and need any adjustments to be made for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances, it may be necessary to hold the selection process in two or more stages and applicants may be called back for a second assessment. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers

All offers to work at SOR / COR are made subject to receipt of references, proof of educational qualifications and eligibility to work in the UK.

Details of our pre-employment checks and what they mean for you are outlined below.

Satisfactory references covering the last 2 years of employment

Depending on the role that you are applying for, you will be asked to provide contactable referees for the last two years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

Proof that you are legally entitled to work in the UK

The Immigration, Asylum and Nationality Act 2006, requires all employers to check all employees have a legal right to work in the UK. All successful applicants will, therefore, be asked to provide documentary evidence to support their entitlement to work in the UK prior to commencing their new role.

Health Clearance

Along with your offer letter we will ask you to complete a health questionnaire with our occupational health partners. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

Privacy Statement

Information provided by you as part of your application will be used for the purposes of carrying out SOR / COR recruitment and selection process. Information provided by you in the Diversity monitoring sections is anonymised so no individual is identifiable and will be used to monitor SOR / COR diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is

completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months.

If you are the successful candidate, your application will be retained and will form part of your personal staff record. This data will be retained in line with our staff data retention policy.

For more information, please see SOR / COR [privacy notice](#).

For more information about the SOR / COR visit our website: <https://www.sor.org/>