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The Queen Elizabeth Trust

Head of Finance

Appointment Brief

Introduction

Thank you for your interest in the role of Head of Finance.

The Queen Elizabeth Trust is a new, ambitious UK-wide independent charity established to deliver a lasting legacy to the extraordinary life of service of Her late Majesty Queen Elizabeth.

Inspired by Queen Elizabeth's belief that "everyone is our neighbour", the Trust works hand in hand with communities to restore and sustain the buildings, green spaces and shared places that bring people together across generations and from all walks of life. Through funding, strategic partnerships and targeted support, the Trust will help create safe, inclusive and vibrant places that thrive long into the future.

Backed by an initial endowment from the UK Government, the Trust will act as a catalyst for change, investing not only in physical regeneration but also in the people, skills and activities that enable communities to flourish. Working with partners who bring deep local knowledge and expertise, the Trust is committed to ensuring that opportunities reach communities across the UK, particularly those that have historically faced barriers to accessing major funding programmes.

Reporting to the CEO, the Head of Finance will lead the development of the Trust's finance, treasury, investment and operational functions, overseeing a growing endowment currently valued at £40m. This is a unique opportunity to combine strategic leadership with hands-on delivery, building systems, influencing decision making and helping establish the foundations of a high-impact organisation from the ground up.

We are looking to recruit a qualified accountant with significant senior experience spanning financial leadership, treasury management, governance and organisational development. You will be equally comfortable advising boards, developing strategy and rolling up your sleeves to get things done. Commercially astute, highly collaborative and low ego, you will thrive in a fast-paced start-up environment, bring structure to ambiguity, and communicate complex financial matters with clarity and confidence.

We hope you find this appointment brief informative, and you are inspired to apply. We very much look forward to meeting you.

Sir Damon Buffini CVO
Chair

Seb Elsworth MBE
Chief Executive

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About Us

The Queen Elizabeth Trust is an independent charity founded in 2026; it is one of three projects dedicated to honouring the life and service of Queen Elizabeth shaped by the Queen Elizabeth Memorial Committee.[1]

The focus of this new charity has been shaped through conversations with individuals and organisations across the UK – from community groups and charities to local leaders, policymakers and national partners, government and public sector experts across England, Scotland, Wales and Northern Ireland, arm's-length bodies and major legacy programmes – bringing together a rich and diverse range of perspectives.

Together, these conversations have helped create a charity dedicated to the regeneration of shared spaces: one that reflects the ambition, diversity and strength of communities across the four nations. What we have heard is clear: communities need spaces to call their own, and the skills, resources and support to help them thrive, now and in the future.

The Trust will work hand in hand with communities, providing targeted funding and support to bring their ambitions to life, and acting as a catalyst for further investment to ensure the long-term sustainability of each regeneration project. Our approach will be bespoke and tailored to each community's needs.

The Trust's strategy is in development, and you'll play a significant part in its evolution. The emerging strategic themes will balance priorities around funding in a collaborative way with others, helping to catalyse community activity, and sharing knowledge and insight.

Queen Elizabeth spoke warmly and often about the value of neighbours and community throughout her life, and we are proud to carry forward her commitment through this work. As a small team in a new organisation we also expect to work in agile, ambitious, entrepreneurial and collaborative ways.

[1] https://www.gov.uk/government/news/final-recommendations-for-the-national-memorial-to-queen-elizabeth-ii-announced-to-coincide-with-the-centenary-of-her-birth

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Head of Finance - Role Description

This is an exciting opportunity for a highly experienced finance leader to join a new foundation working to build community cohesion across the UK through investing in shared community spaces. As Head of Finance, you will build on some basic foundations already in place to develop the finance, treasury and investment management functions for the Trust.

Current assets are from an initial endowment of £40m however the Trustees expect this to grow over the coming years. You will also oversee a number of core operational functions including HR, IT and facilities, supported by a very experienced Executive Assistant. The Head of Finance will report to the CEO. At this early stage of the Trust's life it is not expected that there will be other members of a finance team, but this will be reviewed as the work of the Trust develops.

Key Responsibilities

Leadership and Strategic Vision

- Lead in the strategic planning and successful delivery of the Trust's financial and operational management functions
- Support the strategic vision of the trust and develop the finance, treasury, investment management and operational functions to best deliver against this vision
- Play an active role as part of the Executive Team, contributing to organisational strategy and acting as a senior ambassador for the Trust

Finance

- Responsible for the financial planning of the organisation, including the development of annual budgets and long-term forecasts
- Implement and oversee financial systems that record and report on financial activities and provide information and projections to allow strategic and operational decision - making
- Produce regular management accounts including budget vs actual reporting, balance sheet analysis and forecasting
- Produce rolling cashflow forecasts and actively manage liquidity requirements and cash reserves
- Oversee and undertake invoicing, bookkeeping and banking activities, maintaining up to date records and maximising use of the accounting system (which will need to be set up)
- Oversee the relationship with the Trust's auditors and lead the year-end process, external audit, preparation of annual financial statements and sign-off from relevant stakeholders.
- Oversee key financial reporting requirements to funders, including Government.

- Develop, monitor and review the organisation's reserves policy

Treasury Management

- Manage the relationship with the Trust's asset manager and ensure the investment policy is being implemented
- Ensure high-quality reporting on the performance of the portfolio from the asset manager
- Oversee banking relationships and the performance of cash deposits to balance the requirements of return, impact and liquidity.

Governance and Compliance

- Ensure compliance with statutory and legal requirements, including returns to Companies House and the Charity Commission
- Manage internal controls, financial procedures, delegated authorities and governance arrangements
- Oversee the management of up-to-date registers of interest for all board and committee members and senior staff
- Provide advice to the Board and CEO of any legal responsibilities prevailing upon the organisation
- Provide relevant papers for the Board and Audit Committee and contribute to meetings as appropriate.
- Working closely with senior colleagues, oversee and manage the establishment of the risk appetite and risk management framework for regular review by the Audit Committee and board.
- Ensure appropriate and up to date policies are in place across all areas of operations, reflecting legal requirements as well as best practice, and that these are clearly communicated and are being adhered to
- Take responsibility for HMRC compliance and monitoring tax implications of new activities

HR and Supporting Team Development

- Ensure that HR policies are up to date, compliant, and are being effectively used across the organisation, including ED&I, recruitment, remuneration, and individual performance and development plans
- In collaboration with managers, ensure that appropriate training and development opportunities are in place to ensure all team members are given the best opportunity to succeed in their roles
- Oversee relationships with key outsourced service providers including payroll, pensions, benefits etc.

Operations and Programme Support

- Ensure the Trust's IT infrastructure and systems are effective, including managing the relationship with the outsourced IT provider.
- With support from the EA, oversee the management of IT Risk, Business Continuity Planning and the maintenance of IT and cyber security.
- Manage the relationship with the Trust's landlord (Somerset House)
- Ensure appropriate insurance policies are in place.

Head of Finance - Person Specification

You should be able to demonstrate and provide evidence of the following criteria within your written statement. These will be tested further at each stage of the recruitment process.

The successful candidate will give evidence of the following:

- Extensive knowledge of accounting principles and systems with relevant accounting qualification (ACCA, ACA)
- Knowledge of statutory and legal requirements, ideally relating to a charitable organisation
- Substantial experience of working at a senior level, demonstrating involvement in establishing and setting direction, policy, processes and controls and in providing professional expertise, advice, and guidance, including in
  - Charity finance experience
  - Cashflow and treasury management
  - Tax and regulatory knowledge
  - Financial systems expertise
  - Financial modelling and forecasting skills.

- Substantial experience of effectively supporting and working with boards and governance committees and producing board-quality management information
- Demonstrable experience of establishing processes and leading change and the successful development and implementation of systems and processes across different organisational functions
- Experience of managing across a range of functions/discipline
- Able to balance the strategic and operational aspects of the role and to easily switch between them when required.
- An understanding of the importance of and evidence of the ability to communicate financial and other complex information in a way that is easy to understand to non-financial users

Approach and style:

- Evidence of being comfortable with working in a small dynamic team in a high profile, start-up environment, with few processes or procedures already documented. The person in this role will need to be very comfortable with ambiguity, exercising judgement and laying the tracks as we go.
- Low ego, impact focused, team player.
- Strategist, thinker and doer. The person in this role will need to both develop the Trust's strategic approach and enact it. You'll need to be comfortable with switching between the two multiple times each day and you'll need to genuinely enjoy doing the work as well as shaping it.
- A strong networker with the ability to build rapport and trust

Terms and Conditions

- Part time role, ideally 3 days per week (4 considered), with a pro-rated salary of circa £90K PA
- Pension contribution
- 25 days annual leave plus all the English bank holidays
- All applicants must have and evidence an existing Right to Work in the UK
- The Head of Finance, will be based at the Foundation's Office in Somerset House, Strand, London WC2R 1LA, for at least two days per week

Timetable

Closing date for all applicants	**28th September**
Informal conversations with David Fielding and Seb Elsworth	w/c 12th and 19th October
First stage panel interview	w/c 2nd November
Informal conversations with key Trustees	w/c 9th November
Final Panel Interview	w/c 16th November

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How to Apply

If you are interested in applying for this role, please do so via the Attenti website:

www.attenti.co.uk/QETHF

PLEASE NOTE SPECULATIVE APPLICATIONS - CV's SENT WITHOUT A WRITTEN SUPPORTING STATEMENT WILL NOT BE CONSIDERED

Please ensure you provide the following:

- A comprehensive CV including details of your achievements in each role (maximum 3 pages)
- A supporting statement. This should clearly set out how you meet each of the criteria set out in part one of the person specification. You should provide evidence in your statement and not simply a broad claim to have done it - give us examples and dimensions; tell us what this achieved and how it helped meet your organisations' goals
- Details of two referees, one of whom must be your current or most recent employer and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent

Closing date for applications 28th September 2026

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you. All applications will be acknowledged. Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Please let us know of any accessibility accommodations you may require.

For an informal and confidential discussion, after having read the appointment brief, please contact our advising consultants at Attenti

Anita Denton on 07725 554 802 - Anita.Denton@attenti.co.uk or
David Fielding on 07810 507 235 - David.Fielding@attenti.co.uk