



Association of Pharmacy Technicians United Kingdom

Director Job Description

Title of post:	Director of Finance
Work Base:	Home & external venues
Accountable to:	APTUK President and Board of Directors
Reports to:	APTUK President Finance Workstream
Direct Reports:	Finance Workstream
Representing:	The membership of APTUK

Requirements:

The post holder must

- Be employed in a pharmacy related field.
- Have a current working knowledge of political and practical issues relating to pharmacy.
- Have up to date knowledge of current pharmacy practice.
- Be a Director of APTUK
- Have a good current understanding of the workings and procedures of APTUK.
- Hold full APTUK membership.
- Be registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC)

Time commitment:

- Attend all Board of Directors meetings (Bi-monthly virtual meetings)
- Attend ad hoc external meetings representing APTUK if requested as necessary
- Attend all workstream meetings (2 full day face to face meeting per year or virtual meetings as required)
- Attend one Branch meeting per year (full day face to face meeting or virtual meeting)
- Attend where possible the information meetings (Bi-monthly virtual meetings)
- Attend APTUK Professional Conference & Exhibition (once a year 2 ½ days)
- Attend other meetings (virtual and face to face) related to tasks, activities or projects connected to the role
- Duties of the role and daily email activity
- Lead or respond to internal and stakeholder consultation

Remuneration package:

- Reimbursement of travelling and/or other expenses as indicated by LbG Articles and the Induction handbook
- Sponsorship for APTUK Professional Conference & Exhibition (once a year)
- Personal development support
- Career progression references as required

Job Summary:

- Work as an APTUK Director and advocate for APTUK
- Provide strategic financial planning and direction for the Board of Directors and the membership
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Lead the APTUK Finance Workstream
- Work within APTUK's conduct, values and behaviours.
- Work collaboratively with other workstreams and the board of directors to support the overall strategic aims and priorities of APTUK

Key responsibilities

Director Obligations

- To act in accordance with the Memorandum and Articles of Association
- A commitment to the values and objectives of APTUK including equal opportunities;
- An obligation to contribute to and share responsibility for the Boards decisions;
- An obligation to read the Board papers and to attend meetings, training sessions and other relevant events;
- An obligation to declare relevant interests;
- An obligation (subject to any overriding legally binding requirement to the contrary) to keep confidential the affairs of the Board;
- An obligation to comply with statutory and fiduciary duties
- To act in the best interests of the company (APTUK)
- To declare any interests a Director may have in matters to be discussed at Board meetings and not put him/herself in a position where his/her personal interest or a duty owed to another conflicts with the duties owed to the company
- To secure the proper and effective use of the Company's property
- To act personally
- To act within the scope of any authority given
- To use the proper degree of skill and care when making decisions particularly when investing funds

A Director must sign and deliver to the Board a statement confirming he/she will meet these obligations to the Board and to the Company within one month of his/her appointment. The Secretary/Treasurer will provide the new Director with the appropriate documents.

Leadership

- Works with the Board of Directors and National Officers to implement plans and policies throughout the organisation
- Leads, coordinates Finance Workstream objectives and meetings
- Reports on the Finance Workstream outputs to the Board of Directors
- Acts as a representative and ambassador to promote positive relationships and strong partnerships for the benefit of the APTUK

Operations:

- Works with the President to oversee the overall success by effectively managing all financial tasks for APTUK.
- To advise the President and Board of Directors and general membership on the financial situation of APTUK and to make recommendations regarding expenditure, liaising with National Officers as necessary.

- To provide financial, membership and KPI reports at all Board of Directors meetings plus an annual report at the APTUK annual Forum Meeting. Reports will be circulated before the meetings.

Membership

- To manage and oversee the receipt and processing of all new members' application forms, all subscriptions, all donations, and badge sales and any other monies on behalf of APTUK.
- To ensure that accurate, clear and up to date records for income and expenditure and membership numbers are maintained by the membership coordinator.
- To oversee the maintenance of the membership database on which these records are kept.
- To ensure all membership queries and messages received via the virtual office are responded to in a timely and professional manner, either by finance team or escalated to the appropriate National Officer
- To ensure members and applicants for membership with fitness to practise issues are managed in line with the fitness to practise policy.
- Meet with President, Directors and Workstreams as agreed. This may be part of or in addition to any job hours identified
- To manage and direct employees or volunteers in all administration of financial and membership issues.
- To liaise with the finance team, employees and other national officers where necessary
- To recommend to the Board any changes to membership fees and expense allowances.
- To ensure cost effective use of APTUK financial resources and propose an annual budget for approval by the Board of Directors
- To balance income with expenditure, alert the Board of Directors to any projected shortfalls and recommend remedial actions if necessary.
- To liaise with the Accountant when preparing the end of year accounts and payroll requirements.
- To ensure that year end accounts are accurate, prepared for presentation on the APTUK website and provide a full report at the annual business meeting.
- Liaise with branch officers to support and ensure branch accounts are maintained and recorded in line with standing financial instructions.
- To provide a report if attending any external meetings as requested by the Board of Directors.
- Contribute to a quarterly finance work stream report linking to the business plan objectives for the President and Board of Directors
- Consistently meet personal internal and external deadlines

Banking and accounts

- To be responsible for ensuring maintenance of APTUK bank accounts,
- Ensure the management of payments in accordance with the standing financial instructions, selecting the most appropriate method of payment. Own expenses must be authorised by another signatory prior to reimbursement.
- To ensure all subscriptions for services are maintained and current debit card details are maintained.
- To maintain the financial spreadsheet either manually or via accounting software.;
- To ensure that documentation relating to banking, payments and income are scanned onto APTUK shared drive so all have access to them.
- To raise purchase orders in line with standing financial instructions
- Review, refer funding requests in line with standing financial instructions, and action any approved requests as required.
- Ensure maintenance of the asset register and provide to the accountant for inclusion in the year end accounts.
- Maintain a list of signatories and liaise with the bank accordingly to add or remove signatories.

Payroll

- To approve timesheets for employees, liaise with accountant to calculate monthly payroll.
- To ensure prompt payment of all employees in line with contractual arrangements
- To ensure pension arrangements are in place in line with legal requirements and ensure payments are made accordingly.
- To liaise with accountant with regard to new employees and those resigning to ensure administration and issue of P45.
- To organise the relevant legal employment related documents in addition to appraisal and PDP records as necessary.

Procurement and sourcing

- To oversee the sponsorship processes and ensure packages are in line with ABPI guidelines.
- To ensure sponsorship agreements are in place, invoices raised and payment received.
- To be point of contact for external companies for setting up of new supplier details
- To source and contract services and products as required in line with the associations priorities.
- To be the main line of contact with the chosen direct debit company and monitor its service
- To ensure indemnity insurance and public liability cover is maintained for national officers and employees of APTUK
- To implement and manage new systems for collection of revenue and payment of expenditure in line with developments in technology and APTUK.

People Management

- Overall management of the Finance Workstream, including National officers and Associates
- To maintain contact with the Workstreams and National Officers, providing leadership and support to ensure delivery of workstream objectives and membership engagement projects
- Contribute to the selection, recruitment, induction and review processes across the Board of Directors and Professional Committee

Other duties (all Directors):

Communication

- Consistently promote APTUK through all media sources in line with the Communication and Social Media policy
- Liaise with the Company Business - Secretariat Workstream to use social media to promote APTUK
- Provide feedback, advice and back up as needed to other members of senior staff team to ensure all senior staff has support needed to work effectively and promote positive work environment
- Maintain continuous lines of communication, keeping the President informed of all critical issues
- Co-ordinate all information and communication relating to APTUK to include both internal (to the Board) or external (to members and/or interested parties) as needed.

Governance

- Adhere to APTUK internal governance arrangements as set out in the Memorandum and Articles of the Association, standing orders and officers handbook
- Work within APTUKs policy and procedures

Information Management

- Maintain computer systems, user IT accounts, computer hardware e.g. desktops, cabling, servers, printers etc. essential to the role.
- File or archive/ all APTUK documents and records using APTUKs secure storage in a timely manner.
- Ensure all Information Management and Technology information is processed in accordance with APTUK policies and procedures.

Personal Development

- Undertake regular continuing professional development (CPD) relevant to role.
- Attend suitable courses, training and business meetings as requested.

Research and Service Development

- To participate in responses to external consultations and any other documents that requires responses from APTUK
- Undertake surveys or audits, as necessary to own area of work as required for feedback to Board of Directors following APTUK guidelines and policies and provide comment if require
- Keep up to date and abreast of national healthcare and pharmacy/pharmacy technician professional priorities

Resource Management

- Follow the APTUK expenses procedure and submit timely requests for expenses
- Keep records of all expenditure on postage, stationary; telephone calls etc. and submit to the Treasurer monthly ensuring all are within budget

Any other duty as agreed with the post holder and relevant National Officer which may arise periodically.

Additional Information

Flexibility Statement

Please note: This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

Confidentiality and Legislation

All Directors and National Officers of APTUK are required to maintain the confidentiality of members, colleagues and APTUK business and adhere to information governance in accordance with APTUK policy.

All Directors and National Officers are required to have a personal awareness of the following legislation:

Companies Act 2006, Equality Act 2010, Data Protection Act 2018, Bribery Act 2010, Health & Safety Act 1974

Diversity

All Directors and National Officers must at all times carry out his/her responsibilities with regard to APTUKs values. At all times it is required that responsibilities are carried out with due regard to colleagues, members and National Officers to ensure all receive equal treatment.

Risk management

It is a responsibility to report all accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

You are obliged to inform the Association if at any time in the course of term of office you are the subject of a police investigation, or are convicted of a criminal offence.
You must also inform APTUK immediately if at any time during your of term of office you are the subject of an investigation by the Independent Safeguarding Authority or are barred from either its Children's Barred List or Adults' Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while barred by the Independent Safeguarding Authority from either its Children's Barred List or Adults' Barred List.

Written by: Tess Fenn: President
Date: April 2017

Updated by: N.Ody HR Director July 2019

Approved by: Vice President

Date: 09.08.2019

Review Date: July 2021

Person specification:

Personal quality	Essential	Desirable	Evidence
Education / Qualifications / Training	<ul style="list-style-type: none"> Registered as a Pharmacy Technician with the General Pharmaceutical Council(GPhC) NVQ Level 3 Pharmacy Services with BTEC National Certificate in Pharmacy Services or equivalent APTUK member 	<ul style="list-style-type: none"> Up to date CPD portfolio 	<p>GPhC registration number and status</p> <p>APTUK membership number and status</p>
Knowledge and Experience	<ul style="list-style-type: none"> Up to date knowledge of all areas of Pharmacy Practice Knowledge of National policies, professional guidance and standards relating to Pharmacy and Pharmacy Technicians Understanding of the changes within pharmacy practice and healthcare Experience of team working Experience of strategic and operational Leadership and management Experience in writing procedures / reports 	<ul style="list-style-type: none"> Experience in the use of Office 365 Writing for publication (e.g.articles, blogs) Knowledge of laws and principles relating to information security and confidentiality Finance experience 	Application Form/Interview
Skills and Abilities	<ul style="list-style-type: none"> Excellent written and verbal communication skills Excellent organisational and planning skills Excellent interpersonal skills and experience of multidisciplinary negotiations. Ability to positively influence and motivate Works accurately and possesses excellent attention to detail Excellent leadership skills Excellent IT skills (word, power point & excel) Awareness of personal and professional limitations Highly motivated and enthusiastic Able to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally Able to balance competing priorities, complex situations, 	<ul style="list-style-type: none"> Project Management 	Application Form/Interview

	and tight deadlines <ul style="list-style-type: none"> • Assertive and forward thinking 		
Values and Behaviours	<ul style="list-style-type: none"> • Professional: Uses knowledge, skills and judgement to deliver the highest standard of person centred care • Committed: Dedicated to the profession, our members and the association • Demonstrates Integrity: Behaves honestly, openly, reliably and takes responsibility at all times • Collaborative: Works together and seeks involvement for the best outcomes • Visionary: Takes a proactive approach to lead and maximise the potential of the pharmacy technician profession for the future. 		<ul style="list-style-type: none"> • Application form / Interview
Other requirements	<ul style="list-style-type: none"> • Able to travel across the UK • Able to stay overnight to attend meetings 		<ul style="list-style-type: none"> • Interview

Written by: Tess Fenn: President
Date: April 2017

Updated by: N.Ody HR Director July 2019

Approved by: Vice President

Date: 09/.08.2019

Review Date: July 2021