

Candidate Pack

Head of Finance, Governance and Risk

January 2026



CEO Welcome

Thank you for looking at this candidate pack for the role of Head of Finance, Governance and Risk. I hope you find it informative and that it encourages you to apply to join our team.

This is an exciting time for Carnegie UK. Our strategy, [Learning how to live well together](#), sets out our ambition to put wellbeing at the heart of government decision making across the UK and Ireland, and we are just about to embark on the second phase of that work. Our ground-breaking [Life in the UK](#) Index has started to track the wellbeing of people in the UK over time, and we are committed to running this programme until at least 2030.

For us, collective wellbeing means everyone having what they need to live well now and in the future. As a public policy organisation, we seek to understand what enables and threatens wellbeing and we argue for wellbeing-informed approaches to decision-making.

Robust financial planning, effective governance, and agile management of risk are fundamental to our success. We have made significant investment in modernising all these aspects of Carnegie UK's work in recent years. We are now looking for an exceptional candidate to build on those foundations and lead our finance function into the future.

If you are an experienced finance professional who is motivated by our mission for collective wellbeing; open to learning, and attracted by a values-based organisation, then we'd love to hear from you.



Sarah Davidson
CEO



Who we are

Carnegie UK has been working to improve wellbeing in the UK and Ireland for over 100 years. Established in 1913 by the Scottish-American philanthropist Andrew Carnegie, that mission has evolved over time to reflect changes in society and governance.

We now focus on influencing policy and practice at a systemic level, building on evidence and research to argue for change.

Find out more about the work we do on our website www.carnegieuk.org

We work in ways that reflect our organisational values, which were co-produced by the staff team in 2021:

Motivated by change: we are galvanised by wellbeing approaches that change people's lives for the better; we commit to assessing and understanding our impact.

Challenging: we recognise that social progress requires asking hard questions of ourselves and others; we commit to using research and evidence to speak truth to power.

Kind: we believe in radical kindness as the connection we have to each other and to wider society; we commit to putting strong relationships at the heart of everything we do.

Collaborative: we are invested in the collective impact of alliances; we commit to building coalitions to tackle wellbeing injustices and change systems.

As an endowed foundation, we are committed to understanding and accounting for our impact on the planet and for the historic marginalisation of minority groups within our communities. This includes investing in ways that align with our mission and broadening the scope of our knowledge base.



Job Specification

Background and purpose

Carnegie UK is a registered charity in Scotland and Ireland, incorporated by Royal Charter. Our permanent endowment fund has £45m of assets invested with a global total return mandate and an annual income in the region of £1.6m which fully funds our charitable activity.

Our current post holder is retiring in 2026 and in a position to provide a full handover to their successor. This individual will be a member of our senior management team, leading our finance, risk and governance systems in support of delivering our long-term strategy and financial sustainability. This requires the post holder to work closely with the CEO, Chair of Trustees, members of the Finance and Audit and Risk Committees, and colleagues and to be a role model for our values and ways of working.

Carnegie UK Board meets 4 times a year, with Finance and Corporate Services (Executive) Committee (FC) meeting ten days or so in advance of each. Audit and Risk Committee (ARC) meets twice a year. This role takes lead responsibility for setting and delivering the agenda for both FC and ARC and related Board decisions, which together largely drive the day to day responsibilities of the post holder.

Carnegie UK aims to be a leading employer in the sector, and we are committed to supporting each other to work in ways that enhance productivity and wellbeing. We operate a hybrid - or blended - working policy, combining a minimum of two days in our Dunfermline office with home working and working in designated co-working spaces.

Key duties and responsibilities

Financial

The key financial responsibility is, over the long term, to preserve the endowment capital whilst maximising the income available for application to our charitable purpose. This requires rolling 7-year financial modelling, balancing short, medium and long term factors. The day to day financial record keeping is fairly straightforward as 80%% of the annual expenditure is on payroll, so the focus is on making informed judgements to balance funds available for application to charitable purposes in the present, those held in reserve to smooth short and medium-term volatility and the balance held in global stock markets to maximise long term return. Key elements of this include:

- Leading our engagement with our investment manager to ensure adequate liquidity, transparency of key performance indicators and their implications via scenario planning on a high level, 7-year basis.
- Annual budget setting within the context of the 7 year plans: preparation of detailed draft budgets for initial approval by CEO, then trustees, including proposed pay and inflation assumptions. Agree a discretionary budget for support of programme activity. Work with all colleagues to obtain best value for money in contracts.
- Preparing monthly programme financial summaries for senior colleagues to enable best use of the discretionary budget and working with all colleagues to support budget management on an ad-hoc basis to promote financial transparency and maximise awareness and understanding of the financial position.
- Prepare quarterly management accounts comprising expenditure against budget, forecast to year end, balance sheet and cash flow forecast to support liquidity management.
- Twice a year, update the long term financial model and consider the implications for short term liquidity, reserve policy and long term preservation of capital.

Occasionally, funding will be sought for a particular activity and the post holder will take responsibility for all financial aspects from application to final reporting. Management of the finance function: managing the book-keeping on Xero and provide cover for absence of book-keeping colleagues.

Payroll and pensions: run all aspects of the payroll on Xero, including salary sacrifice schemes (pensions, EV and cycle to work), monthly/annual/ad-hoc returns to HMRC. Administer our pension arrangements and promote employee awareness of non-payroll benefits.

Preparation of year end financial statements in accordance with charity requirements.

The post holder also maintains the accounting records and prepares quarterly management account for our building, which we jointly own and share with two other Carnegie Trusts.

Governance

Provide support to the CEO on the interpretation of Carnegie UK's Deeds, Royal Charter and Standing Orders and identify where it is appropriate to access a legal opinion and support the CEO in the administration of any changes to the Deeds, Royal Charter and/or Standing Orders.

Manage the relationship with the auditors and annual audit timetable to ensure audited financial statements are available for the Annual General Meeting in June.

Manage the relationships with regulators (currently Scottish and Irish, with Northern Irish pending), the bank and other finance-related suppliers.

Support colleagues with contractual and general commercial advice when engaging with outside parties.

Support the Chief Executive in answering ad-hoc historic governance queries which are a legacy of a long-established former grant-making charity.

Risk

Keep our risk management framework up to date and at the forefront of best practice for charities. Embed the framework in daily activities and regularly review and update it.

Take specific responsibility for management of specific risks in the risk register, including financial and compliance risks and support the management of those in which finance plays a part. Provide ad hoc support to colleagues in their delivery of their risk management responsibilities.

Person Specification

We are looking for an experienced charity finance professional with excellent leadership, communication and interpersonal skills who can take the initiative and work independently. Your confidence in balancing a number of different financial factors to provide advice and guidance to trustees and colleagues on subjective matters will be essential for success,

Applicants should be used to operating effectively at a similar level in terms of the position in the senior team, scope of the role and scale of organisation.

By joining us, you will be committing to help achieve Carnegie UK's mission of improving collective wellbeing and be motivated by the prospect of working in a values-led organisation with a focus on continuous learning.

The successful appointee will demonstrate the following attributes:

Knowledge and experience

- Broad experience of strategic financial planning and management
- Confidence in engagement with those charged with governance
- Commercial understanding and knowledge of relevant charity and general legal requirements
- Experience of maintaining robust, proportionate financial control systems
- Strong digital skills

Balancing personal autonomy and team working

- Highly organised, with the ability to work independently, but with a clear appreciation of the relationships between different aspects of the team's work and pro-active in making connections.
- Actively sharing knowledge, information and resources within teams and across the organisation to encourage collaboration.
- Committed to self-development and learning.

Communicating effectively

- Strong interpersonal skills and the ability to communicate effectively with colleagues, trustees, partners, and other stakeholders.
- Ability to express yourself clearly on complex issues, orally and in writing.

Delivering results

- Actively seeking and promoting a culture of continuous improvements to ways of working. Balancing innovation and risk to maximise impact.
- Approachable and solutions-focused when problems arise and encouraging a supportive environment which focuses on lessons learned.
- Committed to a culture of continuous improvement in finance and processes.
- Reports clearly and confidently to the appropriate governance structures.



Salary and Benefits

Salary

This is a 4 day per week post with a FTE starting salary of £67,694.

We have a 3-point salary scale and the top of the scale is currently £70,554. An annual cost of living award also takes effect from January each year (already applied for 2026).

Staff benefits

Our working policy allows us to operate a flexible hybrid model with all staff working from a blend of office, home, and co-working spaces. We provide high quality IT equipment, including iPhones and laptops to facilitate remote working and an IT helpdesk for support when required. We aim to spend a minimum of two days a week (currently across Monday to Wednesday) together in our office at Andrew Carnegie House, on the edge of Pittencrieff Park in Dunfermline, except where external meetings and other events require us to be elsewhere.

We have a generous set of staff policies as employers including flexible working, maternity and parental leave and pride ourselves on providing supportive line management and peer to peer learning environments. Our benefits reflect our emphasis on staff wellbeing. We offer our staff excellent terms and conditions including:

- 35 hour working week
- 5 days paid time off each year for volunteering activities
- Flexi-time policy
- Hybrid working
- Generous employer pension contributions
- Group Income Protection Scheme which includes access to health checks, online GP appointments, second medical opinions and counselling
- 25 days annual leave and 12 public holidays (six of which can currently be taken at any point in the year)
- Supported membership of professional bodies relevant to the role.
- Electric car lease scheme
- Death in service policy
- A monthly allowance for co-working space
- Cycle to work scheme
- Enhanced sick pay
- Enhanced maternity/adoption/paternity pay

How to apply

This recruitment is being led on Carnegie UK's behalf by David Bond. For a confidential informal discussion or to learn more about the role, please contact David at david@mcgregorbond.com or 07801 490678.

To apply, please submit your CV and a supporting letter of no more than two pages to david@mcgregorbond.com

Applicants will be shortlisted for interview by matching the details given in their application against the job description and person specification. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements as well as telling us why you are interested in and motivated by the role.

Please also complete the [Diversity Monitoring Form](#) which can also be found on the recruitment page of our website.

Timetable

Closing date: 30 January 2026 at 5pm

Shortlisting: Complete by 6 February 2026

Interviews: week beginning 9 February 2026

Interviews will take place at our office in Andrew Carnegie House, Dunfermline. An online interview can be arranged for any candidate unable to attend in person. Please indicate in your application if you would be unavailable on any of the dates set out above, we will do our best to accommodate you.



Carnegie UK

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www.carnegieuk.org

Carnegie United Kingdom Trust
Registered Charity No: SC 012799 operating in the UK
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