



Personal Profile Qualifications & Contact Points

Key Experience

- ① Professionally Qualified Company Secretary with 25 years practical experience
- ① Recognised expert on NHS Charity matters, contributing to Charity Commission, Department of Health and HM Treasury groups
- ① Past Chairman and founding Trustee of the Association of NHS Charities (NHS Charities Together) and regular speaker at Association meetings
- ① Member of the Charity Tribunal
- ① Financially literate manager
- ① Extensive meetings experience as Secretary, Trustee and Chairman
- ① Established and serviced Board committees, including for risk and investments
- ① Developed and maintained Risk Assurance Frameworks
- ① Co-author of Charity Commission model SORP accounts for NHS Charities
- ① Finance Manager for family business, dealing with sales, purchase and general ledgers and payroll
- ① Excellent written and oral skills
- ① Extensive IT experience, covering many operating systems and software applications
- ① An imaginative problem solver, possessing excellent analytical skills
- ① A team player and a team leader, combining good interpersonal skills and natural diplomacy

Qualifications

- ① First Class Law Degree
- ① Chartered Governance Professional/Chartered Secretary
- ① MA (Hons) Chemistry

Location: West Midlands

Professional Profile

Stuart is a true professional in his field, with strong academic foundations and considerable practical experience whose expertise and experience is drawn on by relevant Government departments.

A source of advice and support who has taken a lead in sector specific bodies.

Keen to apply his accumulated expertise and experience to the considerable benefit of those employing him and in turn provide him with enhanced career satisfaction



Career Summary & Experience

September 2018 - present

Governance and Finance Professional, specialising in charities and private companies, working on a portfolio of part time and interim assignments

- ① Governance Reviews
- ① Advice and coaching
- ① Board Training
- ① Management and Statutory Accounts
- ① Monthly Payroll

May 2003 – September 2018

Charity Chief Executive and Company Secretary, Birmingham Women's and Children's Hospital Charity

- ① Responsible to Chairman of Trustees with executive responsibility for day to day operations
- ① Set the Charity up from scratch, establishing sound but proportionate governance arrangements
- ① Serviced Board and Committee meetings, producing minutes and following up actions as required
- ① Worked closely with Executive and Non-Executive Directors, managers, medical staff and nurses at the Hospitals to embed charitable objectives in grant making decisions
- ① Negotiated, drafted and managed Service Level Agreements for support services with two NHS Foundation Trusts
- ① Led risk management processes to produce and maintain Risk Registers and Assurance Frameworks
- ① Worked with NHS Appointments Commission on Trustee recruitment
- ① Led the conversion from charitable trust to company limited by guarantee and the subsequent merger of the two Hospital Charities, working closely with the Department of Health and the Charity Commission
- ① Responsible for Companies House and HMRC filing requirements for Group companies

1994 – 2003

Legal Manager (2000-2003), Allied Healthcare Group Limited

- ① Member of senior management team, advising Directors on legal issues
- ① Drafted and negotiated acquisition and other commercial contracts
- ① Conducted operational due diligence of acquisition targets
- ① Worked on over 50 business acquisitions, ranging in size from £50,000 to £10million
- ① Conducted legal and HR seminars for around 100 branch managers
- ① Responsible for leases and property matters

IT and Legal Manager (1997-2000), Allied Healthcare Group Limited

- ① Managed 10 staff
- ① Implemented computerisation across the branch network
- ① Responsible for Year 2000 compliance



- ① Managed the weekly payroll of 3,000 workers
- ① Advisor to Directors on legal matters

Accounts Manager (1994-1997), Allied Healthcare Group Limited

- ① Selected and implemented new accounts software
- ① Produced financial reports for Directors
- ① Introduced robust credit control procedures to support company cashflow

1991 - 1994

- ① Company secretarial and business experience at three small private companies