



<b>Job title</b>	Temporary Finance Supervisor
<b>Responsible to</b>	Finance Manager
<b>Geographical Reach</b>	North Kent
<b>Base</b>	Chatham
<b>Hours</b>	Full Time
<b>Salary</b>	£32,700.18 per annum (£2,725.02 per month), pro rata
<b>Contract</b>	Fixed-Term Contract - 3 Months

### **Job Description: Temporary Finance Supervisor**

The Temporary Finance Supervisor will be responsible for reviewing and correcting historical accounting errors from previous financial years, ensuring financial records are accurate, complete, and audit ready. The role will also support the preparation of audit schedules by analysing finance reports and producing structured breakdowns for audit and review purposes.

#### **Structure of the Post**

This role will be supervised, and line managed by the Finance Manager.

The post will be based in the North Kent Mind Offices Chatham, but some travel to other North Kent Mind sites or to external meetings may be required, for which travel expenses are payable. It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business.

Contracted hours will be worked on an average weekly basis over a month rather than on a strict weekly basis. This role is eligible for hybrid working, up to 80% of working hours may be undertaken remotely (working from home), subject to the needs of the service. Any home-working arrangements must be approved in advance by the Line Manager and the Senior Leadership Team (SLT). We reserves the right to review, amend, or withdraw home-working arrangements where service needs require.

#### **A: DUTIES OF THE POST: GENERAL**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
  - i. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, GDPR, and Health and Safety.
  - ii. Promotes Social Inclusion, Empowerment, Well-being, and the Recovery Model
  - iii. Respects, encourages, and builds on individual clients' coping strategies, skills, and autonomy, and is in keeping with the conduct,

performance and ethics as declared by the Health and Care Professions Council.

- iv. Maintains good liaison with any other outside agencies as is necessary.
  - v. Promotes good joint working, links, and cross-referral with all North Kent Mind colleagues.
  - vi. Adheres to the principles of the Social Care Standards as defined by the GCSI.
2. To participate in supervision and appraisal
  3. To attend staff meetings and team meetings
  4. To attend training/meetings and some annual events as required
  5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate, or assign.

## **B. DUTIES OF THE POST: SPECIFIC**

- Review prior year financial records to identify accounting discrepancies, errors, inconsistencies and omissions.
- Investigate and correct accounting entries in line with accounting policies and internal controls.
- Reconcile balance sheet and control accounts to ensure accuracy of opening and closing balances.
- Investigate and resolve variances across financial reports, ledgers, and supporting documentation.
- Prepare detailed audit schedules, including breakdowns of key balances and transactions.
- Extract and analyse data from financial systems to support audit requirements.
- Liaise with internal finance staff to obtain missing information or clarification on historical entries.
- Ensure all adjustments are properly documented and supported for audit trail purposes.
- Support external audit queries and provide required supporting documentation.
- Assist in improving data integrity and identifying recurring issues to prevent future errors.
- Undertake additional ad-hoc duties, projects, and assignments within the Finance Department as reasonably required to support operational and organisational objectives, as directed by the Finance Manager.



## Temporary Finance Supervisor Person Specification

Experience, Skills Knowledge	Essential	Desirable
Degree in Finance, Accounting or a related field	✓	
Proven experience with relevant skills	✓	
Ability to investigate and resolve historical accounting issues	✓	
Proficient in the use of QuickBooks Online	✓	
Experience working with financial reports and general ledger systems	✓	
High attention to detail and accuracy in financial data handling	✓	
Strong Excel skills (e.g. pivot tables, VLOOKUP/XLOOKUP, reconciliation workbooks)	✓	
Ability to work independently and manage multiple priorities under time constraints	✓	
Understanding of audit preparation processes and statutory reporting requirements	✓	
Experience in charity, public sector, or SME finance environments		✓
The ability to communicate with a wide range of people including managers, members of staff and external organisations	✓	
Proactive and flexible approach to problem solving	✓	
Excellent organisation skills	✓	
Able to work on own initiative and be self-motivated	✓	
An understanding of the issues facing those recovering from a mental health problem	✓	
A non-judgemental attitude to mental health service users	✓	
Car owner/driver		✓