

Job Title	Head of Finance
Directorate	Finance
Responsible to	CEO
Accountable to	CEO
Location	Dartford Office
Hours	Full Time
Salary	£42,058.17 - £45,294 based on experience
Contract	Permanent

Structure of Post

The Head of Finance is supervised by the CEO.

For the calculation of travel expenses, Dartford shall be considered the employee's base. Travel between home and another working venue may only be claimed where it is more than the normal distance between home and base. All time spent travelling between work venues is counted as time worked.

The post holder leads the Finance function and manages a team including the Management Accountant, Finance Officer (Income/Accounts Receivable) and Finance Officer (Transactions/Accounts Payable).

Purpose of Role

The Head of Finance provides strategic and operational financial leadership to ensure North Kent Mind's resources are managed effectively, transparently and in line with organisational priorities. The role supports the CEO, Senior Leadership Team, Board of Trustees, Treasurer and wider finance team by providing accurate reporting, financial insight, robust controls and sound advice. It is expected to deliver strong financial governance, effective budgeting and forecasting, compliance with relevant standards, and continuous improvement across finance systems and processes.

The role leads the delivery of finance functions including management accounts, budgeting, forecasting, cash flow monitoring, audit preparation, financial controls, policy compliance and reporting to senior leaders and trustees. It provides professional advice, analysis and guidance to the CEO, Senior Leadership Team, Treasurer, Board and budget holders to support informed decision-making and effective use of charitable funds. The post holder coordinates finance team activity, develops systems and processes, manages



key financial risks, and ensures timely, accurate and compliant financial operations across the organisation.

The role operates within defined frameworks, policies and procedures, working under the guidance of the CEO while exercising appropriate professional judgement in day-to-day delivery.

All employees contribute to the development and continuous improvement of North Kent Mind through partnership working, service development activities, feedback, evaluation and the promotion of positive mental health and wellbeing. Each role contributes to a consistent, high-quality service offer aligned to organisational standards, contractual requirements and agreed priorities.

Leadership & Governance

- Communicate and liaise regularly with the Management Accountant, Finance Officers, Senior Management Team (SMT), Senior Leadership Team (SLT) and Treasurer.
- Attend Finance & Personnel Sub-Committee, SMT, SLT and Board meetings.
- Provide strategic financial leadership across the organisation.
- Communicate and liaise closely with the CEO and the Deputy CEO in the CEO's absence.
- Serve as a member of the Emergency Management Team.
- Chair and facilitate Senior Leadership Team finance meetings.
- Oversee financial accounting and report to the CEO, Board, and Treasurer.
- Identify designated and restricted funds and liaise with the CEO for financial leadership.

Financial Reporting & Analysis

- Report on and advise senior stakeholders on cash flow, budgets, accounts and financial performance.
- Prepare balance sheet and financial reporting for SLT and Board of Trustees.
- Sign off, analyse and present reports, including advice on donations and grant receipts.
- Produce and review comprehensive monthly financial management reports.
- Conduct final review of monthly management accounts for SLT and Board reporting.
- Perform year-end adjustments, review, and prepare year-end accounts.
- Track the organisation's financial status and performance.
- Sign off audit files.

Budgeting and Forecasting

- Conduct final review of forecasts for SLT and Board reporting.
- Oversee preparation of annual budgets in conjunction with the CEO.

Treasury and Cash Management

- Communicate and liaise with the Treasurer regarding treasury decisions.

Financial Controls and Compliance

- Update financial policies and schedules as necessary.
- Lead the audit process and ensure compliance with relevant standards.
- Identify potential financial risks and oversee the implementation of controls.
- Review significant reconciliations to ensure accuracy.
- Adhere to and ensure compliance with the Financial Control Policy.

Process Improvement & Systems

- Model and update a comprehensive Chart of Accounts.
- Identify and recommend process improvements to enhance efficiency.

Team Management & Operations

- Line manages the Management Accountant effectively.
- Cover Management Accountant tasks when required, including during periods of absence.
- Provide leadership for the management and delivery of the finance team's day-to-day tasks.
- Oversee performance, development, supervision, support and workload allocation, ensuring resilience within the finance team.

Finance Operations

- Monitor the organisation's day-to-day financial operations.

General Responsibilities

The post holder is required to:

- Comply with all organisational policies and procedures, including Safeguarding, GDPR, Confidentiality, Equity, Diversity and Inclusion, and Health and Safety.

- Actively promote a safe environment for service users, staff and others, identifying and responding appropriately to safeguarding concerns.
- Attend and complete all mandatory training relevant to the role.
- Maintain appropriate professional boundaries and confidentiality in all aspects of the role.
- Contribute to a positive, inclusive and professional working environment.
- Participate in supervision, appraisal and continuous professional development.
- Deliver services and functions in a way that is inclusive, accessible and responsive to the diverse needs of individuals, including those with disabilities and neurodiverse conditions.
- Demonstrate behaviours aligned with North Kent Mind's organisational values in all interactions with service users, colleagues and partners.
- Support organisational learning, continuous improvement and the development of effective practices across the organisation.
- Work in partnership and collaboratively, recognising the role's contribution to positive outcomes for beneficiaries where appropriate.
- Support North Kent Mind's commitment to promoting positive mental health, emotional wellbeing and resilience within local communities and partner organisations.
- Undertake any other duties reasonably required by the organisation, commensurate with the level of the role.

Additional Requirements

The post holder is required to:

- Work flexibly across a range of locations, environments and service delivery settings, where required by the role and commensurate with its level.
- Travel may be required to fulfil the responsibilities of the role. Reasonable adjustments will be considered where appropriate.
- Occasional evening or weekend work may be required to meet service needs, where this is relevant to the role.
- Deliver services or functions using appropriate methods, which may include face-to-face, telephone, virtual and digital platforms.
- Represent North Kent Mind professionally at external meetings, events or partnership activities where required.
- Build and maintain effective professional relationships with service users, colleagues, partners and stakeholders.

- Plan, facilitate or contribute to events, workshops, training sessions, presentations, awareness activities or other organisational initiatives where relevant to the role.
- Complete any required pre-employment checks, clearances or certifications relevant to the position and in accordance with organisational policy and legislative requirements.
- Support services, projects, programmes, teams or geographical areas in response to operational needs, where appropriate and commensurate with the role.
- Provide additional support during periods of increased demand, service development, organisational change or business continuity requirements where reasonably required.
- Work in a flexible, adaptable and solution-focused manner, responding positively to changing priorities and operational requirements.
- Undertake additional specialist training relevant to the role where required.

Working Environment

The post holder is required to:

- Operate within a flexible and dynamic environment, with some responsibilities delivered across a variety of locations and channels.
- Undertake activities and functions from locations which may include organisational premises, partner locations, community settings and through virtual or digital platforms, depending on operational requirements.
- Work in a range of professional environments and should be comfortable adapting to different settings, ways of working and service delivery models. Responsibilities may involve a combination of office-based, community-based and remote working arrangements.
- Use office environments which may include a combination of open-plan and smaller room-based layouts, with varying levels of noise, lighting and foot traffic. The role may also involve regular use of digital systems, virtual meetings and remote collaboration tools.
- Use information technology, digital systems and communication tools appropriately to support effective service delivery, administration, collaboration and stakeholder engagement.
- Have a primary work base and working pattern which will be determined by the service and organisational requirements and may vary over time. This will be discussed as part of the recruitment process.
- Travel as required to attend meetings, deliver services, participate in events and support organisational activities across different locations.
- Adhere to our organisational commitment to fostering an inclusive, accessible and supportive working environment. Applications are welcomed from individuals from all backgrounds, and reasonable adjustments will be considered throughout recruitment and employment in line with organisational policy and relevant legislation.

- Adapt as responsive services, working arrangements, locations, priorities and methods of delivery may evolve over time to meet organisational objectives, service needs and stakeholder requirements. The post holder will be expected to demonstrate flexibility and adaptability in responding to these changes.

Person Specification

Category	Criteria	Essential	Desirable
Education & Qualifications	Qualified ACCA/CIMA/ACA, or equivalent experience	✓	
	Proficient in English language	✓	
Knowledge & Experience	Proven track record of leadership and management, including leading a finance team, supervising or developing staff, improving financial systems and processes, supporting non-finance managers with financial understanding.	✓	
	Relevant finance experience in a charity, not-for-profit, public sector or SME environment	✓	
	Solid understanding of payroll systems and charity financial requirements	✓	
	Experience of analysing and presenting financial reports	✓	
	Understanding of audit preparation processes and statutory reporting requirements	✓	
	Experience of close working with executives, directors and/or trustees	✓	
	Charity-specific finance knowledge of: restricted and designated funds, Charity SORP, reserves, grant/funder reporting, audit, and year-end processes.	✓	
	Understanding of the issues facing people recovering from a mental health problem		✓
Specific Skills	Proficient in and a broad knowledge of accounting software, particularly QuickBooks Online and Sage	✓	
	Excellent proven Excel skills, including pivot tables, VLOOKUP/XLOOKUP and reconciliation workbooks	✓	
	Understanding of confidentiality, GDPR and professional boundaries, and willingness to work within safeguarding and organisational policies	✓	

Communication & Interpersonal Skills	Excellent proven written, interpersonal, listening and communication skills, with the ability to communicate clearly with varied audiences and adapt communication styles to different needs	✓	
	Ability to build professional, trusting relationships with colleagues, partner organisations and other stakeholders	✓	
	Ability to work independently and collaboratively as part of a team and with a range of stakeholders	✓	
	Skilled in chairing, facilitating and organising meetings	✓	
Organisation & IT Skills	Excellent IT and digital skills, including Microsoft Office and digital systems for streamlining, recording and communication	✓	
	Self-motivated and able to manage multiple priorities, organise workload and meet deadlines under time constraints	✓	
	Excellent attention to detail, accuracy and organisational skills	✓	
	Ability to maintain accurate financial records and audit information	✓	
Working Approach & Behaviours	Proactive and flexible approach to problem solving, including investigating and resolving historical accounting issues	✓	
	Ability to maintain professional boundaries and act with integrity and discretion	✓	
	Commitment to continuous improvement and learning, with awareness of current issues, best practice and developments relating to the role	✓	
	Non-judgemental, empowering and inclusive approach	✓	
Flexibility & Practical Requirements	Ability and willingness to travel across required locations, with access to suitable transport and reasonable adjustments considered where appropriate	✓	
	Ability to work across a range of settings	✓	
	Willingness to work flexibly, including some evenings	✓	