

Finance Manager

March 2025

Havant and East Hampshire Mind
Havant Wellbeing Centre
Dunsbury Way
Havant
P09 5BG

02392498916

www.easthantsmind.org

Re: Finance Manager

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the job advertisement, job description and person specification.

For more information about the role and our services, please see our website at www.easthantsmind.org or to discuss the role, contact Jody. Phelvin, Co-CEO Jody.Phelvin@easthantsmind.org

To apply, please submit your application form which should outline why you are suitable for the role.

Please return completed applications to the HR Officer at hr@easthantsmind.org

The closing date for applications is 15 April 2025.

Yours sincerely

Jody Phelvin
Co-CEO

The benefits of working with HEH Mind

Make a real difference to local people

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.


Holidays

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days, and bank holidays (all calculated pro-rata for part-timers). We also give an additional winter's leave day in late December.
- Employees are also gifted a days' leave to celebrate their birthday.

Learning, growth and development

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 mental health and wellbeing training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

Workplace wellbeing

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
 - Remote and homeworking flexibility (dependent on role requirements).
 - We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
 - If you use a PC within your role, we will provide free eye tests, if necessary.
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Job Advert

We are seeking a Finance Manager to lead and take ownership of the department, being an integral part of the Senior leadership team and overseeing our Finance Administrator. This role will be key in helping us to meet our strategic priorities; at a time when ensuring that everyone with a mental health problem gets support and respect is more important than ever. The postholder will have the drive to identify and implement improvements. They will have the ability to engage and enthuse their team, colleagues, and other stakeholders. They will have experience in the charity sector and understand the challenges and change that the external environment brings.

This year we launch our strategy 2025-2028 so it's an exciting time to be joining HEH Mind.

If the answer to all of these is yes, we want to hear from you.

Job Description

Job title:	Finance Manager
Contracted hours:	30 hours per week
Salary and grade:	£40,500 FTE / Grade 3. Actual Salary £32,837.83
Contract:	Perm/if FTC give details
Working base:	Hybrid
Reports to:	Co-CEO
Responsible for:	Finance Administrator
Checks made:	DBS check and 2 satisfactory references

Purpose of Post

To manage and lead the Finance department, to ensure Havant and East Hants Mind can reach its strategic goals and aims.

The key focus will be to:

- Work with the Co-CEOs and SLT to maximise the impact and longevity of the charity through strong and robust financial management. Budget responsibility is circa 2m
- Provide comprehensive finance support and advice to all Havant and East Hants Mind colleagues, particularly budget holders


- Lead on the strategic elements of finance across the organisation and oversee operations
- Manage effective systems to monitor Finance KPIs, identifying improvements and efficiencies particularly in digital systems

Key Responsibilities

Statutory financial reporting for audit, in line with SORP regulations: -

- Prepare monthly management accounts and cashflow forecasts
- Preparation and lead on annual budget and forecasts including an element of presentation to the board of trustees alongside Co-CEO's
- Prepare all schedules for the annual audit and lead on the relationship with the auditors
- Prepare the draft annual accounts excluding the Trustees Report. Liaise with the Co-Chief Executives for completion of the latter for submission to the auditors for preparation of the full statutory accounts
- Manage the work of the Finance Officer including the facilitation of 1:1 meetings to ensure the accuracy of the financial records
- Prepare quarterly VAT returns and file and pay within the time deadlines
- Provide sound financial advice to Trustees, Treasurer, the Co-Chief Executive Officers, and other members of the senior management team
- Provide verbal and written reports as may be required by the Co-Chief Executive Officers and for the Board of Trustees
- Support the charity's strategy planning and budgeting processes ensuring strong processes are in place for resource allocation and performance monitoring at all levels of the charity
- Ensure the charity is aware of its accountability to its stakeholders and that all relationships are managed, monitored and considered in the development of the charity
- Ensure appropriate risk management and financial controls are embedded throughout the charity at strategic and operational levels

Provide a professional external interface with all financial stakeholders

- Completion & submission of Annual Returns for Charity Commission and Companies House
 - Resolution of any banking issues
 - Lead with the auditors to produce the annual accounts
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- Lead with the pension providers to resolve issues, and ensure that all pension deductions are paid within the statutory period after deduction
- Lead on the relationship with the outsourced payroll provider, ensure accurate and timely payment of staff
- Support relationships with funders and ensure grants are accounted for in terms with the grant agreement
- Ensure that donations are banked and prepare and submit Gift Aid claims
- Support staff with financial queries they may have

Business Services and Development Support

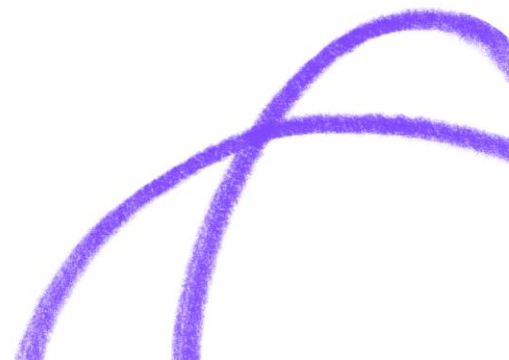
- Assist with financial aspects of project and grant proposals, support managers to set budgets
- Lead on the control of costs throughout the organisation ensuring that all procurement offers best value
- Manage the IT and communications aspects of the charity – ensuring the contracts are fit for purpose and deliver good service
- Co-lead with Co-Chief Executive on insurance related matters
- Implement a cost centre model throughout the organisation to help staff manage their individual cost centre budgets

Information Management

- Verify financial policies and procedures are up to date
- Ensure appropriate backups of financial information are kept.
- Ensure that Data Protection legislation is adhered to

General Duties

- Support the values and aims of Havant and East Hants Mind and work in accordance with the organisation's policies and procedures
- Such other appropriate duties as may be required from the organisation from time to time



Person Specification	Essential/ Desirable
Experience	
Qualified (or part-qualified) accountant with strong financial management experience.	E
Fully conversant with accounting procedures legislation and an understanding of charity SORP	E
Track record of working with tight budgets	E
Knowledge of financial legislation in respect of charities	E
Payroll, PAYE and pensions policies, processes and legislation	E
Self-motivated and disciplined; able to work with minimum supervision	E
Previous experience of working at management accountant level or above in a charity	D
Previous line management experience	D
Experience advising managers in a cost centre management model	D
Skills, abilities, understanding and knowledge	
Ability to analyse financial information and present this in a suitable format for the audience	E
Ability to meet deadlines	E
IT literate with an emphasis on financial systems, spreadsheets, Quickbooks and Excel	E
Highly organised with excellent attention to detail	E
Self-motivated and disciplined; able to work with minimum supervision	E
Communication and interpersonal skills	E
Effective team worker	E
Personal Circumstances	
Understanding of Havant and East Hants Mind's ethos and values	E

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