

Job Description – Head of Finance

WORKING FOR ACTION FOR CARERS SURREY

Action for Carers Surrey is a respected and impactful charity, supporting unpaid carers of all ages across Surrey. Unified by our values; focus, inclusion, respect and excellence, we aim to make a real difference in the lives of carers through information, advice, practical support, and advocacy.

We are looking for a proactive and detail-oriented Head of Finance to join our dedicated team. This is a pivotal role ensuring the financial health and compliance of the organisation, enabling us to continue our vital work supporting Surrey’s carers.

KEY INFORMATION

Post:	Head of Finance
Contract & Pay:	Part-time, permanent Annual Salary £46,000-£49,000 (full time equivalent)
Hours and location:	20-22 hours per week, ideally across four days to support coverage. Based at our offices in Burpham, Guildford with option to work from home.
Responsible to:	Chief Executive Officer

ROLE OVERVIEW

The Head of Finance will lead the day-to-day financial operations of the charity, including budgeting, reporting, payroll, and financial governance. The postholder will also line manage the Finance Officer, ensuring effective support for transactional finance tasks and smooth day-to-day processes.

Working closely with the CEO and Board of Trustees, you will help ensure sound financial management and contribute to strong internal controls and compliance.

This is a part-time role, ideal for a finance professional looking to work in a values-driven and flexible environment.

KEY RESPONSIBILITIES

Financial Management & Reporting

- Support the delivery of the Strategic Plan
- Prepare management accounts, cash flow forecasts, and financial reports for the CEO and Trustees
- Lead the annual budgeting process and monitor performance against budgets
- Oversee bank reconciliations, accounts payable/receivable, and ensure accurate financial data entry
- Manage the year-end process and liaise with external auditors
- Maintain and improve financial procedures in line with best practice and charity regulations
- Analyse financial performance data and present management information to non-finance managers in a transparent and clear way

Line Management

- Provide day-to-day line management, support and supervision to the Finance Officer
- Delegate and oversee routine financial tasks, ensuring accuracy and timely completion
- Support the professional development of the Finance Officer and foster a collaborative team culture

Payroll & Pension

- Process monthly payroll and ensure compliance with HMRC regulations
- Oversee pension contributions and reporting
- Conduct payroll checks and audits to ensure data integrity

Bids and Grants

- Provide detailed financial input and support with bids and grants for external funding
- Oversee the disbursement of grants to carers ensuring there are robust processes and procedures in place

Governance & Compliance

- Support the CEO and Trustees in financial governance and risk management
- Maintain and update the organisational risk register
- Maintain up-to-date financial policies and ensure regulatory compliance
- Prepare financial papers for Board meetings and Finance Committee, and attend as required
- Manage insurance coverage and oversee financial aspects of contracts and leases

Organisational Management

- As a member of the Senior Management Team, you will be expected to work flexibly to meet the need of the organisation, including deputising for the CEO / COO as required

HEAD OF FINANCE - PERSON SPECIFICATION

Essential

- Qualified accountant (e.g., ACCA, CIMA, ACA)
- Strong IT and financial systems skills (knowledge of Xero preferable)
- Experience with payroll and pension processing
- Line management or supervisory experience
- High attention to detail and excellent organisational skills
- Strong interpersonal and communication skills
- Evidence of ongoing professional development
- A clear commitment to the values of Action for Carers Surrey
- A can-do, collaborative and curious approach.

Desirable

- Working knowledge of charity accounting, SORP
- Experience supporting Trustees or working within a governance framework
- Experience of writing / supporting bids for external funding and contracts
- Understanding of unpaid carers and the challenges they face

UNITED BY OUR VALUES

- **Focus:** we make a difference to our unpaid carers' lives
- **Inclusion:** we are accessible to everyone in the community
- **Respect:** we treat everyone with compassion and understanding
- **Excellence:** we strive for continuous improvement and best practice

WHY JOIN US

- A meaningful role making a real difference to unpaid carers
- Flexible, part-time working to support your work-life balance
- Supportive, inclusive and purpose-driven team
- Annual staff conference to collaborate with colleagues
- Annual summer get-together
- 28 days' holiday pro rata (plus bank holidays), increasing with length of service
- One paid volunteer day per year
- One week of paid carers leave per year
- Employee assistance programme and wellbeing support
- Health plan via Hospital Saturday Fund (HSF)