Head of Finance - Job Description

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 £46,956 - £50,471 (Full Time Equivalent)
Hours and location:	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 is responsible for overseeing the charity's day-to-day finance function, including budgeting, financial reporting, payroll oversight, cashflow management, and financial governance. Working closely with the CEO and Board of Trustees, you will ensure accurate financial management, maintain effective financial controls, support compliance with statutory and regulatory requirements, and contribute to the strategic management and development of the organisation.

You will also line manage the Finance & Payroll Officer, providing guidance and support to ensure the smooth running of transactional finance activities and efficient finance processes across the organisation.

This is a varied and hands-on role, combining financial oversight with active involvement in day-to-day operations. While some transactional and data processing responsibilities currently form part of the role, these are expected to reduce over time as systems and processes continue to develop.

This role would suit an experienced finance professional who enjoys being actively involved in the detail as well as overseeing the wider finance function, and who is looking to make a meaningful contribution within a flexible, values-driven organisation.

Key Responsibilities

Financial Management & Reporting

- Manage cash deposit holdings to manage risk and maximise interest earned
- Support the delivery of the Strategic Plan
- Prepare quarterly management accounts, cash flow forecasts, and ad-hoc financial reports for the CEO and Trustees
- Lead the annual budgeting process and monitor performance against budgets
- Work with the budget holders to identify and act on adverse variances promptly
- Oversee bank reconciliations, accounts payable/receivable, and ensure accurate financial data entry
- Prepare the year-end financial statements & all accompanying analysis 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
- Manage restricted and unrestricted fund reporting, ensuring adherence to SORP guidelines and donor wishes

Line Management

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

Payroll & Pension

- Process monthly payroll and ensure compliance with HMRC regulations
- Oversee pension contributions, reports and regulatory requirements
- Conduct payroll reviews 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

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 • Systems migration experience • 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, restricted & unrestricted funds • Experience supporting Trustees or working within a governance framework • Experience of writing / supporting bids for external funding and contracts • Experience in an end-to-end finance role • Understanding of unpaid carers and the challenges they face