

Head of Finance

**Joining
YOUNG**



What's the problem?

1 in 6 children and young people aged 5-16 suffer from a diagnosable mental health disorder - that's around 5 in every class.

Half of all mental health problems manifest by the age of 14, with **75%** by age 24.

3 in 4 children with a diagnosable mental health condition do not get access to the support that they need.

Nearly **half** of 17-19 year olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point.

But we believe things can get better.

Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

Our purpose:

To stop young people's mental health reaching crisis point

Our vision:

A world where no young person feels alone with their mental health

Our mission:

To make sure all young people can get the mental health support they need, when they need it, no matter what

Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

Alex, YoungMinds Youth Panel



Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

Equal opportunities:

YoungMinds is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of YoungMinds staff to be willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Equality and Diversity policy.

Safeguarding:

YoungMinds is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

Reference check: All job offers are conditional on the receipt of satisfactory references.

DBS check: We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. The level required will depend on the role you are applying for and will be confirmed to you as part of the recruitment process.

NB: A previous conviction will not necessarily prevent you from joining YoungMinds. YoungMinds is committed to treating all applicants and employees fairly.

Identity check: We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

When you join:

All new staff benefit from a full induction with both the People department and their team, as well as our core training programme, ongoing support and personal development

Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.



We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff.

Benefit	Full Time	Part Time	Zero Hour
Holiday – 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
Employee Assistance Programme	Y	Y	Y
Regular activities such as Lunch and Learn and Book Club	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
Free early eye tests and money towards your glasses	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y

Benefits

Completing a YoungMinds employee application form

If you have any questions about completing the application form / the application process, please contact the People team (atrecruitment@youngminds.org.uk).

We strongly recommend you look through the YoungMinds website before starting the application form. You may either type or write in black pen to complete your application form.

Personal details and availability

Fill out this section making sure all details are correct.

Education and qualifications

Ensure to include all relevant qualifications and level achieved.

IT skills

Please provide details as requested.

Training

Please give details of any training courses you have completed.

Professional bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Eligibility to work in the United Kingdom

You must be eligible to work in the UK. We are currently unable to support visa applications.

Employment history

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

Statement of suitability

Outline all relevant skills, experience and training appropriate to this post. As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

Completing the application form

Completing a YoungMinds employee application form

Referees

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Completing the application form



JOB DESCRIPTION

Job title: Head of Finance	Salary: £58,340 to £64,782 per annum FT
Hours: 35 hours per week full-time	Based at: London Bridge Office / Hybrid
Reports to: Director of Finance & Business Resources	Contract: Permanent
Closing date for application forms: 9am on Monday 19th January 2026	Interview date/s: Monday 2nd/Tuesday 3rd February and Wednesday 4th February 2026

The Head of Finance provides strategic and operational finance leadership across the organisation, working closely with the CEO, Senior Leadership Team (SLT) and Senior Management Team (SMT), to deliver to the organisation's strategy, and provide assurance to the Audit & Risk Committee through a regular Finance, Audit & Risk related reports.

The role will lead on the high standard of operational effectiveness of Finance policies and processes, including ensuring YoungMinds meets its statutory reporting requirements.

Reporting to the Director of Finance & Business Resources, this role will lead the YoungMind's finance function, ensuring there are clear policies, procedures and processes in place to ensure compliance, delivery of business objectives, strategic planning and support budget holders to effectively manage their budgets. Although the Head of Finance will be an integral part of the Senior Management Team (SMT) and work with Heads across the organisation, you will work especially closely with Heads in Fundraising and Services, ensuring any funding bids or propositions are effectively developed and include full cost recovery.

The Head of Finance will ensure YoungMinds has effective Procurement processes in place, providing advice for procurement activity when required.

The Head of Finance will have a key role to play in the skills development of the managers across the organisation in support of a high degree of financial literacy and accountability.

The Head of function roles are responsible for implementing the organisational strategy, partnering with the Leadership Team and working as peers with Senior Management Team (SMT) colleagues. Head of roles are accountable for the delivery against agreed budgets and targets for both their own teams and area of expertise as well as the delivery of the organisational targets and objectives.

Key responsibilities and duties:

The Head of Finance is critical to the ongoing financial health of the organisation. Ensuring teams are equipped with the knowledge and data to develop and manage their budgets, the organisation is compliant with statutory requirements and financial planning is applied with a strategic lens. The role requires a leader who has the ability to effectively lead their team with kindness and care whilst also achieving agreed targets and outcomes.

The responsibilities below are intended to convey a sense of what the role requires, but it is in no way exhaustive.

- Effective line management and development of direct reports to enhance their performance, development and welfare
- Collaborate on organisational change programmes, ensuring statutory and business requirements are met, centring financial sustainability and the impact of our work for young people
- Aligned to the Operating Plan, lead the development of the annual budget planning cycle across the organisation
- Collaborate with the Director of Finance, SLT, and Heads of Department to design and implement a long-term financial strategy that supports the organisation's goals and growth aspirations.
- Deliver against agreed key performance indicators (KPIs) and metrics for the department, keeping these under review and suggesting alternatives where needed.
- Lead the annual budgeting process, ensuring effective resource allocation, working closely with budget holders and the SLT to maintain accurate and up-to-date budgets through quarterly reforecasting.
- Embed financial literacy to generate a greater sense of self-dependency and ownership across the organisation
- Ensure managers across the organisation receive effective finance business partnering
- Review, update and maintain finance policies and procedures, ensuring the organisation has effective controls and user-friendly processes.
- Oversee the payroll process, ensuring accuracy of payments and required reporting.
- Ensure the organisation is fully prepared for audits, including closing the financial year, reviewing assets, categories, and system configurations, and liaising with external auditors.
- Oversee the preparation of accurate and timely financial reports, including management accounts, forecasts, and statutory accounts for both the charity and its trading subsidiary.
- Work with relevant colleagues across the organisation to ensure the Annual Review is completed on time and to a high standard
- Provide financial expertise and insights to the Board of Trustees, CEO, and senior management, ensuring alignment with organisational priorities and financial sustainability.
- Regularly review and analyse financial performance, identifying areas for improvement and recommending corrective actions where necessary.

- Identify, assess, and manage financial risks. Establish and maintain strong internal controls for the secure handling of sensitive financial and personal data, including compliance with PCI DSS requirements.
- Ensure compliance with relevant legislation, financial reporting standards, and regulations, including IR35, SORP, and other applicable standards.
- Oversee compliance with VAT regulations, including ensuring accurate transaction coding, submission of quarterly VAT returns, and addressing reverse charge VAT requirements. Collaborate with external advisors, such as Haysmac, for review and corrections as necessary.
- Oversee the preparation and submission of Gift Aid claims to HMRC, ensuring compliance with eligibility criteria and maximising the organisation's income.
- Develop and implement strategies to ensure compliance with all applicable tax laws while optimising the organisation's tax position. Provide guidance on emerging tax risks and regulations.
- Monitor and manage cash flow forecasts, identifying potential shortfalls or excess funds, and taking appropriate action to maintain liquidity.
- Develop and implement procurement policies, procedures, and guidelines to ensure cost-effective purchasing and contract management for the charity and its trading subsidiary.
- Manage the administration of Access Financials, including adding/removing licences, fixing system issues, and overseeing the configuration of new categories, nominals, and departmental restructures.
- Oversee the financial operations and support in the governance of the trading subsidiary, ensuring alignment with the charity's objectives and its contribution to overall financial performance.
- Assurance reporting to Audit & Risk Committee and wider board of trustees as required.
- Accountable for team performance and development
- Responsible for the overall health, safety and wellbeing of all employees, volunteers and contractors in their team

General: like all YoungMinds employees, you will also be expected to:

- Work in accordance with the organisation's vision, mission and values and all policies and procedures.
- Champion the voice of young people and the value of their lived experience to deliver change, actively seeking to increase their involvement in the work of the organisations and your team.
- Support a culture of care for employees, volunteers and the young people we work with, including appropriate responsibility for Safeguarding.
- Form effective working relationships with all colleagues, volunteers, and relevant external organisations.
- Contribute to the culture of YoungMinds by joining in our events and activities and supporting our fundraising.

- Understand and actively seek to evolve the organisation's and your team's use of technology to improve our effectiveness and meet the needs of young people.
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data.
- Prepare for and attend supervision and appraisal meetings with your line manager.
- Embed anti-oppressive and anti-racist practices in your day-to-day work.
- Work in cross-functional project teams as required by the strategic goals of the organisation, compatible with the nature and grade of this post
- Other duties that may from time to time be necessary, compatible with the nature and grade of this post.

YoungMinds is committed to anti discriminatory policies and practices, and it is essential that the post holder is willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Anti-Racism, Justice, Equity, Diversity & Inclusion (AJEDI) Policy. YoungMinds is committed to safeguarding and promoting the welfare of children, young people and adults and expects all employed with YoungMinds and volunteers to share this commitment

Skills and Abilities

Qualifications, Skills and Abilities	To be assessed via application form	To be assessed at interview
Education/Training		
A relevant professional accounting qualification (ACA, ACCA, CIMA, CIPFA)	Y	
Current registration with a professional accounting body	Y	
Substantial financial management experience, ideally within a charity or non-profit environment	Y	Y
Understanding of charity law, governance good practice, regulatory frameworks and statutory reporting	Y	Y
Knowledge and Experience		
Experience of developing and leading high performing teams to meet business objectives		Y
Strong IT skills, particularly with accounting software and Excel		
Experience in business planning, performance management and impact reporting		Y
Knowledge of procurement frameworks and ability to implement good practice		Y
Experience of overseeing payroll function with an external provider	Y	
Knowledge of grant management and donor reporting	Y	
Understanding of the scope and importance of safeguarding as it relates to the work of a charity		Y
Skills and Abilities		
Excellent communication skills with the ability to translate financial and performance information into accessible management information for non-finance colleagues	Y	
A demonstrable ability to inspire trust and confidence		Y
Evidence of the ability to influence at all levels within the organisation	Y	
Strategic thinker with the ability to focus, align, and deliver, on operational requirements	Y	Y
Comfortable operating in an evolving change environment		Y

Commitment to demonstrating a strong understanding of YoungMinds' AJEDI principles (anti-racism, justice, equity, diversity, and inclusion) and integrating them into their work	Y	Y
Commitment to involving young people in the strategic development of the Finance function		Y

