

Senior Finance Manager

Oct 2026

Hertfordshire Mind
Watford Wellbeing Centre
501 St Albans Road
Watford
Hertfordshire
WD24 7RZ

02037 273600
info@hertfordshiremind.org
www.hertfordshiremind.org

Senior 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 <https://www.hertfordshiremind.org/vacancies/senior-finance-manager/>

To apply, please submit your CV and a supporting statement as to why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and whether you own a vehicle.

Being able to drive and having access to your own vehicle is essential for this role.

Please return applications to Hils Lythgoe at the above address or by email to recruitment@hertsmindnetwork.org

Closing date for receipt of applications is Wednesday 11th November 2026.

Interviews to be held week commencing 16th November in our Watford Wellbeing Centre.

Yours sincerely

Hils Lythgoe
Chief Finance & Resources Officer

Our Vision, Purpose and Values

Our vision

“Every person in Hertfordshire will feel supported with their mental health.”

Our purpose

1. We fight for the mental health of every person in Hertfordshire.
2. We provide mental health support, opportunity, advocacy and resources.
3. We will elevate and promote the voice of those with lived experience of mental ill health.

Our values

Hope

We believe in choice, freedom, change and a better future for every person experiencing mental ill health.



Together

We share learning, build relationships and connect with others to promote better mental health across our community.



Courage

We are determined, bold and unstoppable.



Responsive

We take time to listen, to learn, to share and to act.



Job Description

Job title:	Senior Finance Manager
Reference Number:	388
Salary scale:	£45,000-£49,000 (depending on experience)
Contracted hours:	37.5 hours per week
Working base:	Watford
Reports to:	Chief Finance & Resources Officer
Contract length:	Permanent
Checks needed:	DBS & two references

Background of Post

Hertfordshire Mind is a leading countywide provider of wellbeing services. This is a position offering someone with the appropriate values and experience, the opportunity to play a pivotal role as part of the Senior Management Team (SMT), leading the Finance Department, ensuring that financial & payroll information is processed in accordance with HM procedures & timescales.

Purpose of Post

As the Senior Finance Manager you will be work closely with the Senior Leadership Team (directly supporting the CEO and Senior Management Team) to drive quality financial processes through the core of the organisation.

Accountability

You will be line managed by the Chief Finance & Resources at HM but will manage your own workload, prioritising tasks and working on your own initiative.

Key Responsibilities

- Production of monthly management accounts to Senior Management budget holders
- Line Management of the Finance Administrators & Finance Officer
- Quarterly reconciliations & report for Finance & Growth Committee
- Quarterly reconciliations & reports for Board
- Liaison with the Treasurer as required, being the contact for the Treasurer & other Board members regarding finance information within the charity
- Setting yearly budgets & projections in liaison with Senior Leadership Team
- Assist budget holders in appropriate activity analysis
- Responsible for ensuring the accurate and timely processing of payroll, including reviewing payroll data, validating employee information, checking calculations and meeting all payroll deadlines

- Manage the year end audit process from planning to completion, serving as the main point of contact for external auditors, ensuring all audit schedules and working papers are prepared accurately and on time, and delivering final audited financial statements in accordance with reporting deadlines
- Delegate the investigation of queries from suppliers & staff providing advice & assistance as required
- Produce ad-hoc financial/management information as required by the CEO or Senior Leaders
- To ensure financial systems guarantee clarity of requirement for grant and contract monitoring and compliance.
- Ensure all financial transactions, and sales and purchase invoices are accurately entered by the finance team into QuickBooks & ensure financial information is processed in accordance with procedure
- Ensure a comprehensive and appropriate system of internal financial controls that safeguard the organisation and its assets.
- Maintain up to date knowledge of UK accounting requirements and Charity SORP changes that may affect the organisation.
- The position is expected to make recommendations to resolve issues and improve the internal control environment.

General Responsibilities

- To ensure compliance with legal, ethical, regulatory and social requirements.
- To manage personal resources and own professional development.
- To ensure all duties are carried out in a manner which promotes equality and diversity.
- To promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required and where appropriate conduct risk assessments.
- Ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons.
- All information must be maintained within the Data Protection Act.
- To be an active and effective team member.
- To travel between HM wellbeing centres throughout the county.
- To work some hours outside of normal office hours (including evenings and weekends).
- At all times to carry out every aspect of your duties with due regard to HM policies and procedures including the Equalities statement.
- To ensure HM's values are embedded in the service.
- To maintain a professional level of communication at all times.
- To keep clear records and plans of all contacts with service users, professionals and meetings with external agencies.
- Maintain full accountability to the project through supervision.
- Undertake other duties as may be reasonably determined by line management, the CEO or Board of Directors.

Person Specification on next page.

Person Specification		Essential/ Desirable
Qualifications		
AAT / ACCA / CIMA Finance Qualification		E
Evidence of continual professional development		D
Knowledge		
Significant proven experience of Finance management in the health/social care/charity sector		E
Developing, managing & interpreting budgets and forecasts		E
Knowledge of accounting systems (e.g.; Sage / QuickBooks / Xero)		E
Demonstrable understanding of relevant legislation and policies such as the Charity SORP, GDPR, Charity Commission		E
Payroll Experience		E
Experience		
A minimum of five years' experience in a Finance Management role		E
Proven experience of working to deadlines, and achieving outcomes against targets		E
Previous lived experience of mental ill health		D
Skills and Abilities		
Ability to deal with stressful and difficult situations in a calm manner		E
Strong ability to prioritise and manage workload, working autonomously		E
Ability to think strategically and plan whilst being able to react swiftly to changing needs and emerging situations		E
Confident and effective communicator who can deliver financial presentations, adapting their style to the audience		E
High level report writing skills with the ability to present sensitive information to a range of audiences		D
Highly motivated and able to learn quickly, willing to seek advice appropriately and actively participate in supervision and training as required		E
Practical		
Excellent IT skills including Word, Outlook, Excel and Teams		E
Ability to learn new digital systems quickly		E
Car driver with sole ownership of a vehicle and a clean driving license and willingness to travel to locations countywide		D
Personal Circumstances		
Show flexibility in working location due to the requirement to provide services around Hertfordshire		E

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Charity No. 1112487
Company No. 5532977