

Job Title: Head of Finance and Corporate Services

Location: Hamelin, 19 Radford Crescent, Billericay, CM12 0DU, hybrid working available

Reports to: Director responsible for Corporate Services

Direct reports:

- Finance Assistant
- Maintenance Manager
- Hydropool Manager

Salary: £50,000 to £55,000

Grade: 3

Job Type: Full-Time, Permanent (however, we are happy to discuss other flexible working arrangements at interview)

About Us:

Hamelin is redefining care for a better future. We support autistic people and individuals with learning disabilities to live their best lives and cultivate compassionate, equitable communities where they can realise their dreams.

Our work is guided by three core values:

- **We are community** – We foster belonging, build strong partnerships, and create inclusive spaces where everyone is valued.
- **We enhance lives** – We design services that empower individuals, enabling them to thrive and achieve their aspirations.
- **We think differently** – We innovate, challenge traditional approaches, and seek creative solutions to improve support and outcomes.

Role Purpose:

The Head of Finance and Corporate Services is a key leadership role in the charity, providing a professional and proactive finance environment to support Hamelin at an exciting time of growth and development. Working with teams across the charity, this role is critical to maximising impact through excellent financial management and strong operational oversight.

You will communicate with all levels within the charity to manage the finances, as well as prepare information for Trustees and attend Board meetings. You will also act as an advisor to the CE and wider Executive Team, contributing to forward planning and strategy.

In addition to overseeing all financial aspects of the charity, this role will have direct line management responsibility for the Maintenance Manager and Hydropool Manager, providing oversight of facilities operations, maintenance activities, and hydropool services to ensure these functions operate efficiently, safely, and within budget.

Key Responsibilities:

Financial Business Planning, Modelling and Partnering

- Lead the production of the annual budget with associated analysis and modelling, working closely with key stakeholders and the executive team, to deliver a budget for approval by the Trustees.

- Lead on the provision and analysis of financial information, producing accurate and timely financial reporting to support organisational decision-making and growth.
- Preparation of quality monthly management accounts and financial forecasts to ensure financial delivery in line with expectations, working with key stakeholders to course-correct where necessary.
- Participate in, and where appropriate lead on, policies and systems to facilitate expansion, compliance and scaling of the charity.

Treasury and Investment Management

- Ensure the charity has appropriate banking, treasury and investment facilities in place.
- Deliver and implement appropriate policies and procedures.
- Advise the CE and Executive Team on investment decisions and maintain investment financial reporting.
- Maintain cash flow projections to manage and maximise the return on surplus funds whilst retaining adequate liquidity of funds to meet short-term needs.

General Finance and Accounting

- Ensure legal compliance with Companies House, Charity Commission and HMRC requirements.
- Be the main contact for Hamelin's advisors, including bankers, investment managers, and auditors.
- Ensure quarterly VAT returns are completed and submitted to HMRC.
- Oversee and coordinate tax computations for the charity and trading subsidiary (currently outsourced).
- Review and authorise monthly payroll.
- Ensure services are invoiced and payments received on a timely basis.
- Manage ring-fenced funds appropriately, including providing necessary reporting as required to funders.
- Oversee and manage the charity's procurement processes, ensuring compliance with policy, value for money, and transparency in purchasing decisions across all departments.
- Take ownership of the integrity of the finance system ensuring accurate and timely processing of all transactions.
- Lead the year-end audit and draft the annual Financial Statements for Hamelin.

Projects

- Improve and develop financial and operational processes to drive efficiency and control.
- Lead on financial systems implementation and play an integral part in the implementation of organisational management systems as appropriate.
- Oversee facilities improvement projects and capital works, ensuring delivery within scope, time, and budget.

Leadership

- Provide leadership and effective line management to the finance team, Maintenance Manager and Hydropool Manager.
- Deliver and provide context on financial and performance information to non-financial staff to support effective decision-making.

- Lead on developing and embedding effective procurement procedures across the charity, ensuring consistency, accountability and adherence to regulatory and internal standards.
- Develop robust commercial and new business cases to support the growth of the charity.
- Work with the wider SLT to review risk management processes for the charity, including financial, operational and facilities-related risks.

Facilities, Maintenance and Health & Safety Oversight

- Provide strategic leadership for the charity's facilities and maintenance functions, ensuring assets, premises, and vehicles are managed safely, efficiently, and cost-effectively.
- In conjunction with our third party provider and service management, oversee health and safety compliance and continuous improvement across all sites, working with internal teams and external specialists.
- Manage budgets, capital planning, and long-term facilities development, including sustainability and refurbishment initiatives.

Hydropool Service Oversight

- Lead and oversee the commercial operation of the hydropool, ensuring financial performance, compliance, and service quality.

Person Specification

Essential Criteria

Experience & Knowledge:

- Qualified accountant (ACA, ACCA, CIMA, CIPFA).
- Experience of producing and developing financial management reports and working with stakeholders to understand their needs.
- Experience of forecasting, budget production and financial modelling.
- Extensive accounting experience and knowledge of Financial Accounting Standards and application.
- Experience of producing annual statutory accounts and managing auditors.
- Experience overseeing operational functions or budgets (e.g. facilities, maintenance, or commercial services).
- Highly numerate and computer literate with experience of accounting software applications.
- Commitment to CPD.

Skills & Attributes:

- Strong communication and influencing skills with the ability to build effective relationships across the charity and with external stakeholders.
- A flexible and driven self-starter able to use initiative to develop finance and operational processes.
- Strong analytical skills, able to interpret financial and performance information for a range of audiences.

- Experience in systems and process reviews to enhance efficiency and value for money.
- Highly organised, with the ability to prioritise and meet deadlines.
- Resilient, adaptable, and solution-focused, with a strong commitment to Hamelin's values.

Desirable Criteria

- Experience with charity accounting.
- Experience working in social enterprise development, particularly social care or health.
- Experience managing facilities or commercial service functions.

What We Offer

- A key leadership role in an ambitious and values-driven organisation.
- A supportive and collaborative team environment.
- Location and time-based flexibility.
- Blue Light Card.
- Cash Health Plan
- Free on-site parking at the services.
- Access to our Employee Assistance Program.
- Training Opportunities.
- Pension.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of Head of Finance and Corporate Services at Hamelin.