

Candidate Pack: **Head of Finance**

Nov 2026

Head of Finance

About alcohol harm and Alcohol Change UK

Alcohol harm is widespread, serious … and completely avoidable.

Too many of us can fall into the trap of believing that alcohol harm is something limited to a small proportion of so-called 'alcoholics'. While there are, indeed, hundreds of thousands of people with a severe alcohol dependency who matter greatly, alcohol harm also affects many millions of people: whether through low mood or energy, poor sleep, wasted money and time, not being fully present, a deepening mental health problem, a childhood scarred by a parent's drinking, a diagnosis of cancer, a life ruined by a drink driver, or street or domestic violence.

In fact, over 10 million people are drinking at levels that are risking their health or affecting others. Alcohol harm costs our NHS at least £3.5bn and our police, courts and prisons at least another £4bn. All of us are currently affected by alcohol harm.

But alcohol harm is entirely preventable and avoidable.

Alcohol Change UK exists to eliminate the harm from alcohol and to help people across the UK to develop a positive relationship with alcohol. We:

- Campaign for better policies and regulation
- Work to create healthier drinking cultures
- Deliver cutting-edge behaviour change programmes to help people take control of their drinking before they require specialist treatment
- Collaborate with our friends across the diversity of specialist alcohol treatment to drive up access and impact
- Develop new knowledge to ensure that our work and the work of everyone who seeks to reduce alcohol harm is based on the best available evidence.

Our vision: A world free from alcohol harm.
Our mission: To significantly reduce serious alcohol harm in the UK.
Our values: *Truthful*: We seek and tell the truth.
Compassionate: We care deeply about everyone seriously harmed by alcohol, whoever they are.
Ambitious for change: We are optimistic and determined.

About The Finance Team at Alcohol Change UK

Alcohol Change UK's Finance Team consists of a full-time Head of Finance and two part-time Finance Officers.

The team plays a fundamental role in the smooth running of the charity. The team is also encouraged to play a full and active role in the life of the organisation, learning about alcohol harm and the solutions to it, and understanding our work in the round. We want our finance team to understand the meaning behind all those numbers!

The team is busy, with a high workload, so this is a role for someone who likes a challenge and works well in a busy environment. But the team is also supportive and collaborative and has many opportunities for interaction with colleagues right across the charity.

What we're looking for
Our Head of Finance leads the finance team, and also plays a vital role in our wider Executive Team.

We are looking for someone with strong experience of charity finances gained in a management role in a charity; and ideally in more than one charity.

As well as being suitably qualified as an accountant, whether gained formally or through experience, you will also have good working knowledge of Sage. You will embrace taking on a diverse range of tasks, including line management, payroll, VAT returns, the production of clear management accounts and strategic analysis of our financial situation.

You will be adaptable and a great team player, including enjoying line management.

Crucially, you will also be energised by being given the freedom to lead process improvements, especially in relation to efficiency and automation, right from the start.

Head of Finance

Role description, Nov 2026

Reports to:	CEO
Direct reports:	Two Finance Officers
Location:	Fully remote, apart from 8 to 10 compulsory in-person meetings a year (Board meetings and staff away days)
Status:	Permanent
Hours:	Full-time post, although 0.8FTE would be considered; flexible hours; required to attend two to four evenings meetings a year
Salary:	Grade A, which pays from £54,796, although a higher salary can be considered for an exceptional candidate

Role Summary

This leadership roles leads our finance function and is a member of the charity's Executive Team. You ensure that all aspects of our finance function run smoothly, efficiently and accurately. You produce quarterly management accounts and year-end accounts and prepare for the (external) annual audit. You provide financial reports to relevant sub-committees of the Board of Trustees, and attend both the Finance, Audit, Investment and Risk (FAIR) sub-committee and the full Board of Trustees.

Key Tasks and Responsibilities

Financial Accounting and Statutory Compliance

1. Ensure that the charity maintains comprehensive financial records in Sage sufficient to satisfy all internal and external legal and fiscal requirements such as audit.
2. Lead on process improvements, especially ongoing increases in efficiency, automation, etc. This could include introducing a new finance system to replace Sage, if required and if a business case can be made.
3. Lead the relationship with our auditors, including: retendering when needed; agreeing audit timescales and processes; meeting the reasonable needs of the auditors; encouraging a relationship of openness and honesty.
4. Ensure all mandatory returns and reports are submitted to the HMRC, Companies House and the Charity Commission in accordance with regulatory frameworks.
5. Oversee (and when team members are on leave, deliver): payroll, ensuring compliance with HMRC requirements; staff pension contributions, in line with the auto-enrolment requirements; paying suppliers via online banking; raising and processing sales invoices including debt control; reconciling receipts and payments with the bank account statements; and record keeping of, and manage top-ups to, organisation-owned cash cards.

6. Oversee and deliver: VAT recovery, including VAT returns; the charity's overall approach to banking; transfers to and top-ups of organisation-owned cash cards; and cash flow management, including advising the CEO and Board on the scheduling of reserves drawdowns.

Financial Management and Reporting

7. Lead the annual budget-setting process across the charity, ensuring budget holders have the right information and instructions to produce useful rolling five-year budgets, collating the information across all departments, working with the CEO to refine and revise budget lines as needed, and presenting draft budgets to the board for approval.
8. Produce accurate year-end accounts for both internal use and for the Trustees' Annual Report & Accounts.
9. Complete quarterly closures of accounts, including recording of prepayments, accruals, deferred income and other relevant adjustments and reconciling balance sheet accounts.
10. Prepare quarterly management accounting reports for budget managers, the Executive Team, and trustees including budget variances, income and expenditure and cash-flow forecasts.
11. Provide other relevant financial reports or analysis to budget-holders and other stakeholders to give insight as to our financial position.

Line Management

12. Line manage, task manage and support the two Finance Officers to deliver their objectives and to learn and develop in their roles.
13. Ensure a positive, supportive team culture, with clarity of roles and expectations across the team, in which different postholders are willing and able to cover for each other as needed, and where all team members are helpful and responsive to charity staff beyond the Finance Team.

Other Duties

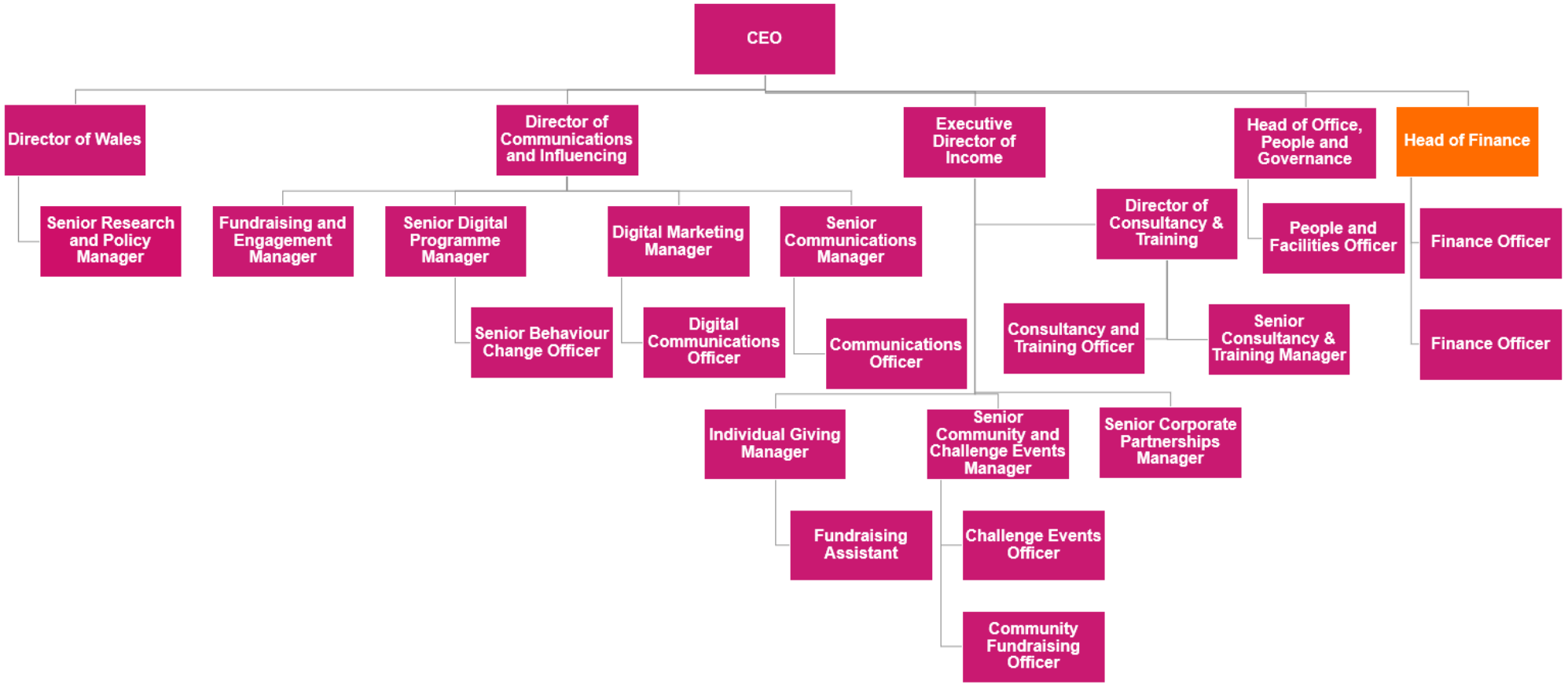
14. Be an active member of Executive Team.
15. Report to and attend FAIR sub-committee and full Board meetings.
16. Ensure your own personal development, including keeping on top of developments in charity finance.
17. Act as a positive ambassador for Alcohol Change UK at all times.
18. Know, embrace and actively uphold the values of Alcohol Change UK at all times.
19. Undertake other work as requested by the CEO.

Head of Finance

Person Specification, Nov 2026

Category	Essential	Desirable
Knowledge, Qualifications	1. Part-qualified member of one of the major accountancy bodies (or qualified by experience) 2. In-depth understanding of charity finance and its regulatory environment, including VAT regulations including partial VAT recovery and VAT returns 3. Good knowledge of the Charity Statement of Recommended Practice	Fully qualified accountant
Demonstrable experience of	4. Running the finance operations for a small to medium-sized charity including the processing of all transactions, payroll, etc. 5. Leading the budget-setting process 6. Internal financial reporting especially quarterly management accounts, year-end accounts, and forecasting 7. Working with auditors to deliver a smooth audit process 8. Motivating and line-managing staff and leading a supportive team 9. Meeting statutory requirements (Charity Commission, Companies House, HMRC, etc.) including supporting the production of the Trustees' Annual Report & Accounts	• VAT Capital Goods Scheme • Using Payroll Manager software
Skills and abilities	10. Excellent organisational, planning and time management skills 11. Good interpersonal skills, including line management and presentation skills, including to a Board of Trustees 12. Ability to work with multiple deadlines and fluctuating workloads 13. Advanced MS Office skills, especially MS Excel skills, and Sage 50 financial software or a similar accounting package	
Personal attributes and values	14. High aptitude for team-working 15. Self-motivated, hard-working and proactive 16. Strong accuracy and attention to detail 17. Extremely high levels of integrity, discretion and professionalism	

Where you'll fit in



Working at Alcohol Change UK

Hours of work	35 hours per week, but we are open to 0.8FTE for this role.
Flexibility	We love flexibility. There are no fixed start and end times to the day. We have core hours of 10.00am to 3.00pm, with extra flexibility possible by arrangement, for example for childcare arrangements. Time off in lieu is provided where staff work significant extra hours or weekends. All staff can be required to work additional hours over Christmas and New Year to manage the Dry January® challenge.
Place of work	Our staff team are, mostly, fully remote apart from a few key days a year depending on the job role. This role is expected attend all staff and Board meetings in London 8-10 times a year. We also encourage teams to meet face-to-face a few times a year, which might be in London or another location, organised by the team leader. Travel is not reimbursed.
Working culture	We are a small, friendly team but we think big: we're highly professional and we're ambitious to reduce alcohol harm for as many people as possible, as rapidly as we can. We work together, as one team, and are supportive of each other. We encourage a culture of 'experiment, fail, learn, and experiment again' and actively encourage team members to speak out if they see something that can be changed or improved. We have frequent team meetings, 3 to 5 all staff away days a year, and occasional informal socials. We are an anti-racist organisation and welcome applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other form of societal discrimination.
Development	There is a budget for training and development and staff are encouraged to make use of opportunities to stay at the cutting edge of their field, to learn new skills and knowledge, and to gain new experiences.
Holiday	33 days holiday inclusive of 8 bank holidays, rising to 34 days after 2 years' service, 36 days after 3 years, 37 days after 4 years and 38 days after 5 years. In addition, we have a day's leave on your birthday, one extra day of 'wellbeing' leave, and leave for volunteering (upcoming). We offer the ability to buy or sell annual leave. And we offer a personalised approach to bank holiday dates to reflect different faiths or other personal preferences.
Pension	Employers' contribution of 6% towards your pension scheme, with a salary sacrifice scheme option. Staff must contribute at least 2% to their pension (subject to statutory pensions rules) to receive the employers' contribution, or may choose to opt out.
Life Assurance	We offer Group Life Assurance equivalent to the value of three times gross annual salary.
Employee Assistance Programme	We offer confidential support 24 hours a day, 7 day a week for employees covering a huge range of areas, including legal support, relationships advice, health and wellbeing, etc.
IT	Remote working is well-supported on up-to-date work-provided devices.
Probation and notice	Most posts have a six-month probationary period, during which the notice period is one week. Probationary periods may be extended if necessary. After successful completion of the probationary period, the notice period increases depending on the seniority of the role. This role will have a twelve week notice period.

How to apply

If you meet most but not all of our essential criteria, we encourage you to apply anyway. And we encourage applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other forms of societal discrimination.

Any questions? If you would like an informal discussion about the role before applying, email our CEO richard.piper@alcoholchange.org.uk

Ready to apply?

- Use our online form to answer the shortlisting questions: Head of Finance - Alcohol Change UK - Applied
- Upload your CV (max 3 pages, listing two referees) to this online form in MS Word, Google doc, or .pdf format (no image files please).

Important: Applications are reviewed anonymously. Your responses to our shortlisting questions will be separated from your CV on receipt, and your CV will be anonymised. Therefore please make sure that your answers to our shortlisting questions contain all the information needed to assess your application, and in particular please do **not** reference your CV in those answers: the shortlisting panel will not be able to identify which CV you mean!

We only accept applications on our own application form and will not accept applications in any other way. For example, cover letters emailed to us will be discarded. If your access requirements mean that you are unable to use the online version of the application form, please contact us on jobs@alcoholchange.org.uk and we will supply the form in another format.

We run a human process and we expect you to apply in your own words. AI-use will be identified and those applications flagged and discounted. Don't undermine your application by using AI.

Deadline for us to receive your application: **strictly 9am, 23 November 2026**. The online application form gives a date and time stamp to all applications. Late applications will be discarded. We never close the application window early.

We aim to get back to you by: **25 November**. All applicants will receive a response.

Interviews and practical exercise: **Tuesday 1 December**. Please save the date! We do not expect a need for second interviews.

Decisions: **Wednesday 2 December.**

Proposed start date: as soon as possible after 15 Dec 2026, but we appreciate that candidates may have notice periods to serve.