

Headway North Staffordshire  
(Head Injuries Association) Ltd

Headway House, Elder Road, Cobridge,  
Stoke-on-Trent, ST6 2JE  
Tel: 01782 280952



## JOB DESCRIPTION: Finance Manager

**Job Title:** Finance Manager (FM)

**Accountable to:** Chief Executive Officer

**Location:** Office based at Headway House

**Contract:** Permanent

**Salary:** £40,000 FTE (£24,000 for expected 21 hour week)

**Hours:** 21 hours per week, flexible

**Corporate responsibilities:** Executive decision maker, board influencer, Leadership Team member, financial controls, devolved governance functions, service enabler.

**Line management:** Bookkeeper and potentially others

### Background

**Headway North Staffordshire** provides rehabilitation and support for adults affected by brain injury, empowering individuals to regain independence, relearn everyday skills, and reintegrate into their communities. We work not only with survivors of brain injury but also with their families, offering emotional support, practical guidance, and respite. Through our centre-based services and community outreach, we provide access to specialist therapies, social opportunities, and tailored support not typically available through the NHS. At the heart of our work is a commitment to person-centred care and the creation of a safe, inclusive, and life-affirming environment.

The charity is governed by a Board of Trustees and led by a Chief Executive Officer (CEO). A small leadership team oversees key functions including service delivery, fundraising, operations, and administration. This team is supported by dedicated staff, volunteers, and specialist roles.

*We are One Team – built on support, trust, and a shared purpose. We communicate openly and face challenges together.*

### Job Purpose

The Finance Manager will oversee all financial operations of the charity, ensuring excellent financial management, compliance, and accurate reporting. The role involves managing all financial resources, including expenses, forecasting, budgeting and financial analysis.

Responsibilities include but are not limited to:

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Ensuring the smooth and compliant development and operation of Headway North Staffordshire's finance function and related systems, including line management of the finance team.

Advising and working with the CEO and board on all finance, payroll, fundraising and related matters.

Contributing to discussions and decision making at corporate level.

Deputising for the CEO as required and appropriate.

### Tasks and Responsibilities

#### *Financial Management & Reporting*

Ensure the maintenance of accurate financial records in line with appropriate standards (SORP).

Prepare monthly management accounts, cashflow forecasts, variance reports, and financial performance summaries.

Provide other financial reports as required

Prepare year-end accounts and support the external audit/examination process.

Monitor restricted and unrestricted funds, ensuring correct allocation and reporting.

Oversee budgeting, including annual budget preparation and in-year monitoring/reviews and supporting managers in controlling budgets.

#### *Cashflow, Banking & Controls*

Ensure day-to-day cashflow is positive

Oversee bank reconciliations

Monitor any investment activities.

Develop, implement, police and maintain robust financial controls, including approval workflows and segregation of duties.

Oversee payment runs, payroll processing, and expense claims, ensuring compliance with internal policies.

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Monitor reserves levels and ensure compliance with the board's reserves policy.

Ensure the charity is adequately insured and other measures are in place to protect its assets.

### *Compliance & Governance*

Ensure compliance with Charity Commission requirements, HMRC rules, and relevant financial legislation.

Prepare financial reports for the Board of Trustees.

Maintain up-to-date finance policies and procedures, and monitor/ensure adherence.

Support risk management processes, including maintaining financial risk registers.

### *Operational Finance & Systems*

Oversee the day-to-day operation of the finance system (currently QuickBooks) ensuring data integrity and consistency, enhancing financial systems as appropriate.

Oversee payroll and related processes including pension contributions and HMRC.

Oversee the administration of Gift Aid claims and the maintenance of related donor records.

Support procurement processes, contract reviews, and value-for-money assessments.

### *Fundraising*

Support bid writing and funder reporting with figures and financial narratives.

### *Strategic Support*

Provide financial insight to support strategic planning and funding decisions.

Model financial scenarios for new projects, grants, and service developments.

Work closely with the CEO and board to ensure financial sustainability.

### *Leadership & Collaboration*

Contribute positively as a member of the Leadership Team.

Contribute to strategic planning, risk management, and service development.

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Line-manage the finance team

Build good relationships across the charity, in particular supporting non-finance colleagues to understand budgets and financial processes.

Work closely with the Business Systems Manager where systems and responsibilities overlap

Act as the key point of contact for auditors, bankers, and external stakeholders.

## Person Specification

### *Essential*

- 2 years' commensurate experience in business, operational, and financial management in a similar sized charity, health, or social care setting.
- 2 years' commensurate experience supporting charity fundraising and bid-writing
- Financial, accountancy or business management qualifications.
- Excellent writing (English language) skills
- Excellent understanding of payroll, pensions, taxation and insurance
- Strong IT and data management skills.
- Excellent attention to detail necessary to ensure financial compliance and to resolve discrepancies and errors
- Demonstrable line management experience and skills.
- Demonstrable staff/team development skills.
- Excellent knowledge and understanding of charity finance reporting and compliance requirements (SORP, HMRC, Charity Commission, Charity Governance Code, etc).
- Strong organisational and problem-solving ability.
- Confident communicator at all levels.
- Demonstrable high level of initiative and ownership.
- Commitment to the values and aims of Headway North Staffordshire.

### *Desirable*

- Higher financial, accountancy or business management qualifications.
- 5 year's commensurate experience
- Knowledge and understanding of local authority and NHS commissioning processes
- Understanding of the requirements of the Fundraising Code of Practice
- Policy management and compliance auditing experience.

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## Application Process

Please note that applications must be submitted online at [www.headwaynorthstaffs.org/vacancies](http://www.headwaynorthstaffs.org/vacancies).

### 1. Documents required

Please submit your CV (maximum three sides of A4) together with a letter outlining how you meet the person specification (maximum two sides of A4). Each should be in a minimum of size 10 font and submitted in PDF format using the submission form at the web page linked above.

Your letter or CV should include the details of two recent referees.

The deadline for submission is noon on Tuesday 05 May 2026.

### 2. Shortlisting

An initial longlisting will be undertaken by our retained consultant.

Shortlisting will be undertaken by a small panel. Headway North Staffordshire strives to be an equal opportunities employer and applications are assessed purely against the person specification above. The shortlisting panel will have access to all the information in your application.

We will contact all applicants irrespective of whether they are selected for interview or not; you will hear from us in the week following the application deadline.

### 3. Information

Please note that applications can only be submitted online at our website.

Applications will be shortlisted using the person specification; please ensure that your covering letter explains how you meet these criteria.

Shortlisted candidates will be invited to interview, a tour of the building, and to make a short presentation; these meetings will be held in person at Headway House, our premises in Stoke-on-Trent. We do not fund travel expenses for interviewees.

A small number of our strongest candidates will be invited to a second interview and more in-depth discussion. These meetings will also be held at Headway House. We may ask candidates to undergo further assessment.

Referees will not be contacted without your further permission.

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#### 4. Informal discussions

If you would like to discuss this opportunity informally before applying, please email our retained consultant David Head at [david@citoc.co.uk](mailto:david@citoc.co.uk) to arrange a telephone call.

No record of any such discussion will be retained, or referred to in the recruitment process.

#### 5. Accessibility

If any aspect of the recruitment process are likely to prevent or hinder you applying without reasonable adjustments being made, please telephone David on 07720 444084. We will make every effort to provide for your accessibility needs.

Thank you for your interest in working at Headway north Staffordshire.