

RECRUITMENT PACK

HEAD OF FINANCE

CONTENTS

- Job description..... 3**
 - Key information.....4
 - About the role4
 - Responsibilities.....5
 - Person specification.....6
 - Hybrid Working Policy7
 - Position in the team8
- Your application..... 9**
 - Key dates.....10
 - Application process10
 - Completing your application11
 - Acceptable use of AI12
 - Diversity and inclusion13
 - Requirements for working at Battersea.....14
 - Data protection14

JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Head of Finance BDCH6424



Department/Team

Finance



Location

Battersea London - Hybrid 50%



Salary & Grade

£54,811 per annum,
Full time equivalent is £78,301,
Grade B1



Hours

24.5 hours per week, but we're
always happy to discuss flexible
working and job share
arrangements



Duration

6-month fixed-term from
November 2026

ABOUT THE ROLE

This is an exciting opportunity to join Battersea as **Head of Finance** on a part-time, fixed-term basis, providing cover during a period of sabbatical leave. The role will provide senior financial leadership throughout this period, ensuring continuity, stability and high-quality financial support across the Charity.

This role will lead a high-performing finance and procurement team, ensuring Battersea has robust financial management and an effective control environment that safeguards its finances. They will oversee statutory financial responsibilities, including the production and external audit of statutory accounts and submissions to the Charity Commission, Companies House and HMRC.

This role will ensure the Charity has timely, accurate and meaningful financial information to support sound decision-making, while providing a customer-focused finance service across the organisation. This will include high-quality financial reporting, training, support and advice to key stakeholders.

As a senior leader and member of the Senior Leadership Team, the postholder will contribute to Battersea's strategic direction and culture, role-modelling its values and helping the Charity achieve its objectives.

RESPONSIBILITIES

	Estimated % time
Lead and develop a high-performing, customer-focused finance function, fostering a culture of continuous improvement, collaboration and professional development.	30%
Provide strategic financial leadership and advice, ensuring senior leaders, Directors, budget holders and the Finance, Audit and Risk Committee have timely, insightful financial information and support to make sound decisions and manage their financial responsibilities effectively.	15%
Overall responsibility for financial operations, ensuring robust financial controls, processes and systems are in place and the organisation's financial transactions, accounting records and statutory requirements are managed accurately and efficiently.	15%
Overall responsibility for the contracts and procurement function, ensuring effective procurement practices, robust contract management, appropriate controls and value for money principles are embedded across the organisation.	15%
Overall responsibility for financial planning and analysis, including production of budgets, short and long-term forecasts and monthly and quarterly performance analysis to support strategic planning, resource allocation and effective financial management.	15%
Contribute actively as a member of Battersea's Senior Leadership Team (SLT), supporting and driving cross-organisational change planning through IPGs, while role-modelling Battersea's values and behaviours and demonstrating strong leadership in line with the Leadership Framework.	10%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

PERSON SPECIFICATION

ESSENTIAL

- CCAB Qualified: ACA, ACCA, CIMA or equivalent.
- Significant recent experience of financial management within the charity or not for profit sectors, ideally at a Head of Level in a similar sized organisation or above, with up-to-date knowledge of SORP, Grant accounting, and Restricted Fund Accounting.
- Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues, senior leadership and external parties.
- Excellent standard of written English, highly numerate with a strong focus on attention to detail.
- Demonstrable experience of strong people skills including collaboration with other teams/departments as part of a service delivery ethic.

DESIRABLE

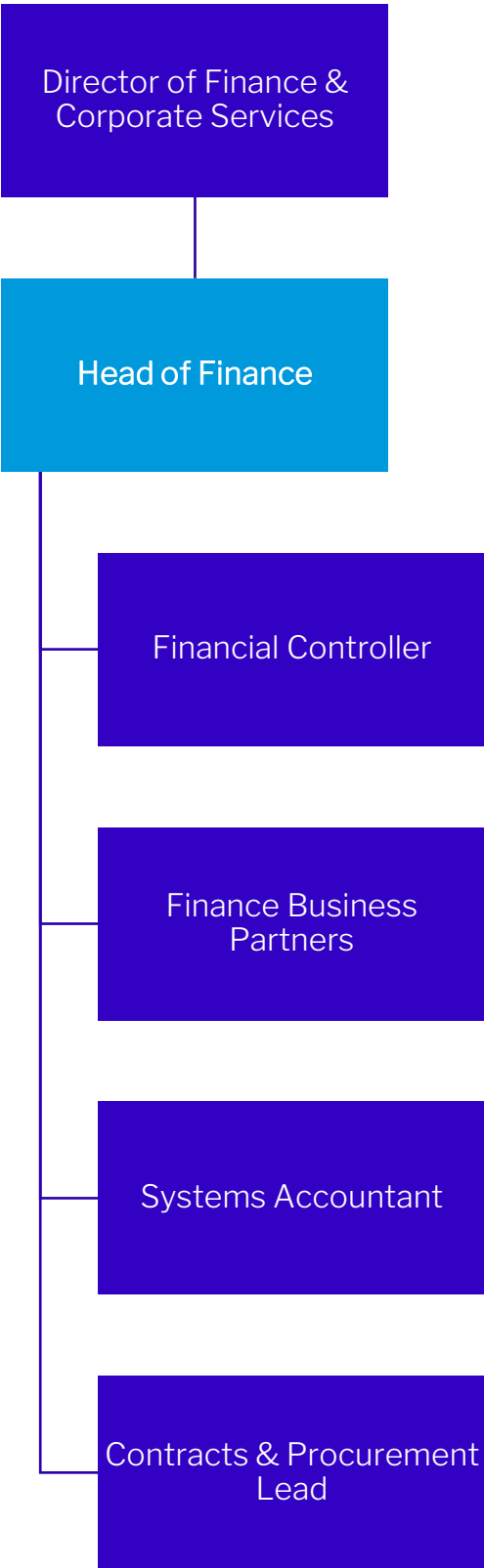
- Experience of working with Oracle Netsuite.
- Experience working in a grant giving organisation.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based employees splitting their time between site based and home working. We believe this enables our office-based employees to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing colleagues and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

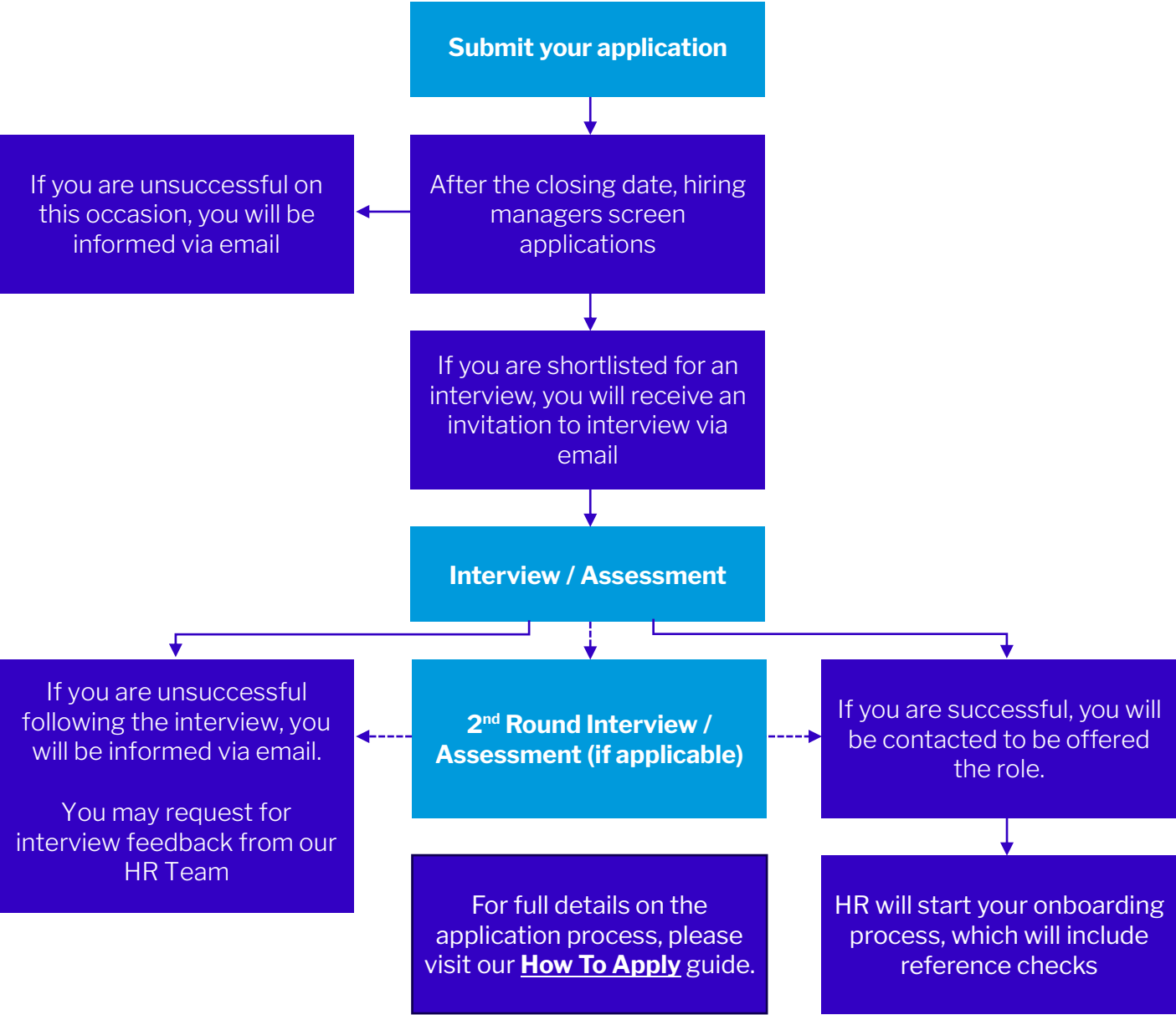
31st August 2026, 11.59pm



Interview Date

To be confirmed

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

Our application forms will ask you for:

- Employment History
- Educational History (which is non-mandatory)
- A supporting statement of no more than 1000 words and/or
- Responses to short-answer questions

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the 'Life at Battersea' document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role(s) you apply for.



ACCEPTABLE USE OF AI

At Battersea, we value expertise. We recognise each candidate that applies to us will have a range of expertise they can offer us, so we want to hear about this in your own words. We understand the support that generative artificial intelligence (AI) software can offer but it can also lead to numerous applications presenting as generic and impersonal. This makes it difficult to gain understanding of your unique experience.

To best showcase yourself, we encourage you to write your responses without the assistance of AI. If you require the use of AI software to aid in completing your application, we ask you use the generative responses as a prompt for writing your answers and avoid copying and pasting. You must also ensure the information presented in your application accurately reflects your experience.

If you are successful to the interview stage of the recruitment process, we ask that you follow the below guidelines on the use of AI at interview stages:

Acceptable use:

- Researching sector trends, company information, or general interview tips
- Practicing interview questions with AI tools to improve communication skills
- Using AI to support with structuring your responses

Please do not:

- Submit AI-generated responses as your own during the interview
- Use AI to impersonate or misrepresent your experience or skills
- Use AI tools during real-time interviews



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all employees, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)
- Candidate to be at least 18 years old of age at the start of the employment

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

Patron HRH The Duchess of Cornwall GCVO
President HRH Prince Michael of Kent GCVO

