CAREERS AT TLG

transforming lives for good



Head of Finance

JOB DESCRIPTION



fullness of life
for every child

Across the UK, children and young people are facing a growing and urgent mental health crisis. One in five children and young people now have a mental health problem (NHS), a figure that has risen significantly in the years since the pandemic. We also know that 50% of all diagnosable adult mental health problems are established by the age of 14 (Mental Health Foundation). What happens to us in childhood does not stay in childhood - it shapes the course of the rest of our lives.

The growing mental health crisis among children and young people is quietly shaping life outcomes, disrupting education, limiting participation in everyday life and, for some, leading to devastating harm. There is a clear and urgent need for early, effective support.

The pressure on statutory services means too many children are being left without help at the moment they most need it. In the past year, 949,200 children and young people were referred to Child and Adolescent Mental Health Services (CAMHS). The average wait for an initial assessment is now 392 days, with some children waiting over two years to be seen (Young Minds & NHS). The most devasting statistic of all is that while on waiting lists, around 26% of children and young people attempt to take their own lives (Young Minds).

TLG's vision is fullness of life for every child, no matter what struggles they face. We believe early, relational and therapeutic support can radically alter life trajectories - restoring hope, strengthening families and preventing crisis before it becomes entrenched.



we are **transforming lives for good**

Transforming Lives for Good (TLG) is a Christian emotional & mental wellbeing charity rooted in the conviction that the local church is central to God's mission of restoration and hope for children and families. Today, through our existing programmes of **Early Intervention** and **Make Lunch**, over 220 churches are partnering with TLG, supporting 4,699 children each year, with 1,059 children and family members connecting into the wider support of the church as a place of belonging, care and hope.

Our ambition is for the church to be the place that children, young people and families turn to for help - churches equipped to meet the changing and increasingly complex needs they are encountering in their communities. As we look toward 2030, we are growing and pioneering new programmes to enable our vision:

- **Therapeutic Hubs** in schools and churches, providing counselling & coaching for children who are struggling

- A **Coaching Network** of accredited coaches, trained through TLG's Coaching Academy, equipping Children & Youth Ministry Leaders to support children's wellbeing within and outside of church contexts.

These initiatives come alongside significant resolve and ambition to grow our existing volunteer programmes, Make Lunch and Early Intervention, with a vision for over 400 active church partners across the UK by 2030.



TLG's **culture & values**

At TLG, our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Organisations to Work for.

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- A generous 10% employer pension contribution
- Life Assurance
- Health Cash Plan
- Flexible working options and flexitime
- Access to an Electric Car Scheme
- Generous annual leave
- Counselling and an Employee Assistance Programme
- Coaching and mentoring
- Fun team days, retreat days and Red Letter Days
- Enhanced maternity, paternity and adoption leave
- Support towards training and professional qualifications

Our Values

Holding to these values is vital in all aspects of our growth.

- **Greater Transformation**
  Relentlessly focussed on the main thing (TLG's mission and vision), energised by the challenge, and deliberately missional.
- **Relational Leadership**
  Bringing out the 'gold' in others, 'leaning in' when it's relationally tough, and humble yet courageous.
- **Local Church**
  Celebrating the Church, grace and patience in partnership, and rooted in the local church community.
- **Excellence Every Day**
  Joyfully exceeding expectations, learning from failure, and knowing uncertainty doesn't throw us.
- **Vibrant Faith**
  Nurturing our own walk with God, following Jesus together even when it's tough, and realising work is mission – so much more than a job.

JOB DESCRIPTION

Head of Finance

Location:	Hybrid – TLG's National Support Centre, West Yorkshire
Salary:	£45,842 - £49,583 (FTE), dependent on hours
Hours:	30 – 37.5 hours per week (0.8 - 1 FTE)
Reporting to:	Director of Finance
Contract:	Permanent

Job Role:

As we journey towards our vision to bring fulness of life for every child, no matter what struggles they face, we're looking for a motivated and mission-driven individual to join our team as **Head of Finance**.

The Head of Finance will take responsibility for the charity's day-to-day financial operations, ensuring robust financial controls, accurate and timely reporting, and providing clear financial insight to support strategic decision-making. This is a key leadership role within the finance team, working closely with the Director of Finance to maintain the organisation's financial health and compliance.

As a qualified accountant, the postholder will lead a finance function at the heart of the organisation's mission. They will bring expert insight to budgeting, forecasting and financial analysis, while driving improvements in systems and processes to ensure efficiency, accuracy and regulatory compliance. As Head of Finance, they will help shape the organisation's future, safeguarding its financial sustainability and enabling ambitious, mission-driven growth.

Beyond core financial management, the Head of Finance will play a pivotal role in wider organisational development, including supporting TLG's commercial subsidiaries: Hope Park Business Centres, Hope Park Workspaces (Salford Quays) and Hope Park Workspaces Management. This includes providing financial oversight, analysis, and advice to enable these ventures to thrive and generate income which supports the charity's work. The success of these income-generating enterprises plays a key role in funding and expanding the charity's work with children, young people, and families.

This is an exciting opportunity for a confident, forward-thinking finance professional who wants to make a meaningful impact - both in strengthening financial performance and in supporting a mission that changes lives.

Job Tasks:

Financial Management & Reporting

- Lead TLG's financial reporting and insight, overseeing the preparation of monthly management accounts, forecasts and variance analysis to provide leaders with clear, timely information that supports confident decision-making.
- Lead and oversee the day-to-day finance function, ensuring income, expenditure, receipts and payments are managed accurately and efficiently, alongside effective purchase ledger, sales ledger, credit control and general ledger processes.
- Champion strong financial governance, maintaining clear audit trails and robust financial controls, while providing practical leadership and cover for essential finance activities when required.
- Lead the year-end accounts process, ensuring accurate and timely statutory accounts that meet all relevant financial reporting and regulatory requirements.
- Own the relationship with TLG's external auditors, coordinating and leading the annual audit process and ensuring requirements are addressed effectively.
- Strengthen TLG's financial framework, ensuring financial policies, procedures and internal controls remain robust, proportionate and fit for purpose.

Budgeting & Planning

- Lead TLG's annual budgeting and planning process, working collaboratively with the Core Team and budget holders to develop robust, realistic budgets aligned with organisational priorities.
- Provide clear insight into TLG's financial performance, proactively identifying emerging risks, opportunities and areas requiring action.
- Strengthen TLG's long-term financial planning, developing financial models and scenario analysis that help the Core Leadership Team understand future implications, explore different options and make confident, well-informed decisions.

Governance & Compliance

- Provide confident leadership on financial compliance and governance, ensuring TLG meets all relevant statutory, regulatory, tax and financial reporting obligations.
- Equip the Finance & Audit Sub-Committee and Board of Trustees with high-quality financial insight, providing clear, accessible reporting that supports effective scrutiny, governance and decision-making.
- Act as TLG's trusted source of expertise on charity finance, keeping ahead of developments in accounting standards, charity finance regulation and emerging best practice, and ensuring these are translated effectively into TLG's financial approach.

JOB DESCRIPTION CONT.

Systems & Processes

- Oversee key financial processes, including payroll, pensions, expenses and statutory returns, ensuring they are accurate, timely and compliant with all relevant obligations.
- Lead the effective use and development of TLG's financial systems, driving continuous improvement, efficiency and strong financial controls across processes and ways of working.
- Work collaboratively with leaders across TLG to develop financial processes that enable new programmes, partnerships and innovation, ensuring appropriate systems and controls are in place as the organisation develops.
- Identify opportunities to improve how financial services are delivered, evaluating new approaches and bringing forward recommendations that strengthen efficiency, resilience and value for money.

Financial Leadership

- Lead, support and develop the Finance team, including line management, creating clarity around priorities and enabling team members to grow and perform effectively.
- Build strong relationships with budget holders and leaders across TLG, providing trusted financial advice, insight and constructive challenge that enables confident decision-making and strong financial stewardship.
- Work proactively with budget holders to understand financial performance, challenge assumptions, identify emerging pressures and opportunities, and agree action.
- Partner with colleagues on the development of new programmes, projects and partnerships, providing financial modelling, budgeting and advice to support successful implementation.
- Build financial confidence and capability across TLG, equipping managers and leaders to understand their financial responsibilities and make effective use of TLG's financial systems, processes and information.
- Make TLG's financial position accessible and meaningful, communicating financial performance and key messages clearly to colleagues across the organisation.

What could success look like in your first 365 days?

Within your first year, we'd love to see you:

- Build strong, trusted relationships across TLG, becoming a valued financial partner to senior leaders and Trustees, providing insight and constructive challenge that supports confident decision-making.
- Establish a clear and reliable rhythm of financial reporting.
- Lead a robust budgeting and forecasting cycle, strengthening ownership amongst budget holders and giving TLG greater confidence in its current and longer-term financial position.
- Successfully lead TLG through its year-end accounts and external audit, ensuring an organised, timely process and responding effectively to any recommendations or areas for improvement.
- Build financial confidence across the organisation, helping managers and budget holders better understand financial information, take ownership of their budgets and make well-informed decisions.
- Develop a clear longer-term vision for the Finance function, identifying priorities for the next 2–3 years and how Finance can best support TLG's strategy and programmes.
- Lead and develop the Finance team well, establishing clear priorities, effective ways of working and a positive culture of ownership, continuous improvement and excellent service.

Additional Responsibilities:

- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.
- Attend TLG's Staff Conference twice a year. This includes active participation in corporate Christian prayer and worship and the opportunity to share faith testimonies of young people involved in TLG programmes.
- Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.
- Take on additional responsibilities for tasks as your role develops.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• A relevant accountancy qualification e.g. ACA, ACCA, CIMA. • Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C (9-4) or equivalent.	• Educated to degree level or equivalent professional experience.
SKILLS & KNOWLEDGE	• Digitally savvy, with advanced Excel skills and knowledge of cloud-based accounting systems (ideally Xero or equivalent). • Strong interpersonal skills with the ability to communicate financial information clearly to non-financial colleagues. • Ability to manage multiple priorities and meet deadlines. • Ability to lead and influence across all levels within and outside the organisation to the right outcomes. • Excellent financial judgement, with the ability to balance strong financial control and stewardship with the needs and priorities of the wider organisation. • Ability to respond to changing priorities and financial landscapes.	• Knowledge of charity finance, governance and the regulatory environment, including an understanding of restricted and unrestricted funds. • Understanding of the financial considerations associated with subsidiaries, trading activities and other commercial income streams. • Knowledge of funding models relevant to charities and not-for-profit organisations, including grants, donations, contracts and other income streams. • Strong understanding of how technology, automation and effective financial systems can be used to improve efficiency, controls and financial insight. • Understanding of the financial considerations involved in organisational growth and programme development.

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
Experience	• Proven experience of preparing management accounts, budgets, and statutory financial statements. • Proven experience of leading and developing a finance team, building capability, accountability and effective ways of working. • Experience of providing financial insight and advice to senior leaders, Boards or committees, translating complex financial information into clear recommendations and decisions. • Proven ability to lead budgeting and forecasting processes, working collaboratively with budget holders to strengthen financial ownership and accountability. • A successful track record of managing year-end accounts and external audit processes. • Demonstrable experience of developing and improving financial systems, processes and internal controls, delivering greater efficiency and effectiveness. • Strong track record in financial modelling and scenario planning to support strategic decision-making and longer-term organisational planning. • Proven ability to provide financial leadership for new projects, programmes and organisational change, assessing financial implications, risks and long-term sustainability.	• Demonstrable experience of leading a high-performance finance team. • Experience of working with grant funders and contract funding. • Experience of supporting organisational growth, change or the development of new programmes and services from a financial perspective. • Experience of reviewing or implementing finance systems and using technology to improve financial processes, reporting and efficiency. • Experience of working with subsidiaries or commercial activities, including supporting their financial management, performance and development. • Experience of working within the charity or not-for-profit sector.

PERSON SPECIFICATION CONT.

	ESSENTIAL	DESIRABLE
CHRISTIAN LIFESTYLE	• Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church in order to enhance the contribution to TLG. • Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team. • Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith and commitment to Equal Opportunities. • To be an active part of a church family.	
ADDITIONAL	• Provide 3 referees. At least one referee needs to represent Christian commitment and be able to comment on your faith and growth as a Christian. References will be taken up after final interviews. • Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications. • Live within a reasonable travelling distance.	



Application process

Apply today through our website:
www.tlg.org.uk/careers

- After clicking 'Apply', you'll be taken to an online application form. This will include uploading a personal statement explaining how you meet the criteria outlined in the job description for this role and your motivation for applying. There will also be some questions exploring how your faith relates to your working life, and an option to upload a CV later in the form.
- After the closing date, we'll be in touch via email. If you've been shortlisted for the role, you will receive an invitation for a short initial interview which will be held online.
- If successful following your initial interview, we'll then invite you to a final interview in person at our National Support Centre in West Yorkshire.

You can find the closing and interview dates in the role's advert on our website.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

Having trouble with your application?

If you have any problems with the online application process, please contact **recruitment@tlg.org.uk** and someone will get back to you as soon as possible.

Note: If you're having trouble, please check Website Tracking and Third-Party Cookies are enabled, and you have updated to the latest version of your browser and device software.