



**Head of Finance
(Finance Team)**

Thank you for your interest in the role of Head of Finance.

This pack tells you more about Kinship, how we work, and details of the role and the people you will be working with. It also gives information on how to apply.

Role details

Job title: Head of Finance

Responsible to: Chief Operating Officer / Fractional Chief Finance Officer

Duration: Permanent

Location: Remote or hybrid (1-2 days a week in London office)

Working Hours: Full-time, 35 hours per week

Salary: £50,000-£53,000 plus £3,406 London weighting if eligible.

Direct reports: 2 – Payroll Manager and Senior Finance Officer

Leave allocation: 30 days annual leave, plus bank holidays (1 April to 31 March). We close for 3 days between Christmas and New Year, which you will need to book off from your annual leave allowance.

About Kinship

We are Kinship. The leading kinship care charity in England and Wales. We're here for kinship carers – friends or family who step up to raise a child when their parents aren't able to.

We are made by and for our community of kinship carers. Like family, relationships run deep. And we hear their experiences; for too long they have been isolated without the help they need.

We support, advise and inform kinship carers. Connecting them so they feel empowered. Because a child needs the love and warmth of a thriving family.

We develop research, campaigns and policy solutions. Creating positive change across society. Because for kinship families, love alone is not enough.

Through our work we harness frustrations to fuel passion for change. And tough experiences to inspire ideas that transform lives.

And as we see momentum building, we keep using evidence to demonstrate the value of kinship care. Helping kinship carers navigate challenging circumstances. Believing in a child's potential.

Join us. Together, let's commit to change for kinship families.

About the role

We are seeking a technically capable, qualified accountant with strong knowledge of the Charities SORP to provide effective stewardship and oversight of the Finance function at Kinship. You will be responsible for financial controls, management accounting and ensuring the effective delivery of 'business as usual' financial management.

As well as producing monthly management accounts, you will be responsible for running the annual budget and the year-end processes, preparing for the yearly external audit and ensuring that the organisation complies with statutory obligations.

You will prepare papers for and attend the quarterly Finance Committee meetings and will liaise with a range of stakeholders including auditors, the bank and investment managers. You will be the 'go to' business partner at the charity, supported by the Chief Operating Officer and Fractional Chief Financial Officer.

You will manage a team of two colleagues – a Senior Finance Officer and a Payroll Manager – providing them with guidance, coaching and support to enable them to perform effectively. You will also collaborate and work with Directors and senior managers across the organisation to inform them on performance against budget and conditions of funding, as well as supporting fundraising and commissioning bids.

You will have excellent communication skills and will be able to organise conflicting priorities around the monthly management accounts cycle, while supporting the achievement of our strategic objectives. You will be flexible and adaptable in your approach to supporting transformational change in our processes and systems, as well as dealing with, and leading on, the day-to-day financial management.

This is a broad and challenging role for a dynamic and systems-driven individual who wants to grow within the organisation, proactively problem solve and help colleagues to deliver on our mission.

Key responsibilities

Management accounting, reporting and analysis

- Ensure all necessary parts of month-end close are completed by the team and bookkeeping is up to date every month.
- Work with the team to maintain the fixed assets register as part of month-end close; account for depreciation and determine which assets should be capitalised.
- Work with the team to manage cashflow and ensure bank accounts remain in credit, highlighting concerns to the Chief Operating Officer (COO) and Fractional Chief Financial Officer (CFO) and/or other members of the Executive Team.
- Produce monthly income and expenditure accounts for budget-holders, making any necessary adjustments under generally accepted accounting practice.
- Produce informative and timely management accounts to facilitate Executive Team and Board decision-making, including key balance sheet metrics.
- Identify trends and provide appropriate reports to help analyse our financial management approaches and identify where we need/there is potential to improve.
- Provide financial analysis to support decision-making.
- Administer, attend and contribute to Finance Committee and other governance meetings, as required.
- Drive and support the annual budgeting process.
- Review and interrogate budget holders' reforecasts and ensure all budget-holders are participating in the process.
- Support members of the Executive Team and the Development and Fundraising team to provide financial information for funders and commissioners and ensure restricted funds are accounted for and reported appropriately.

Financial year-end processes

- Complete year-end procedures including reconciling control accounts and reconciliation of year end management accounts to statutory accounts.
- Work with the team to prepare an audit file with supporting schedules and useful documentation for Grandparents Plus T/A Kinship.
- Manage the audit field-work process and ensure the auditors are made aware of changes to the charity, its procedures, income streams, any issues during the year and future plans.
- Manage the statutory accounts sign off process including audit close meeting, representation letters, responding to and acting on auditors' report to Trustees in consultation with the COO and CFO.

Financial controls, sales/purchase ledgers and other expenditure

- Work with the team to ensure sales invoices and credit notes are raised accurately and promptly and appropriate credit control procedures are carried out such that debts are

received on time; ensure that tidy up-to-date ledgers are maintained and income is recognised in the right time periods in line with the Charities SORP.

- Work with the team to ensure purchase invoices are correctly coded, checked and authorised, and are paid in a timely fashion through the purchase ledger; ensure supplier statements are checked and reconciled and that there is a proactive approach to resolving queries
- Ensure that prepayments and accruals are recognised correctly by the team in line with the Charities SORP on a monthly basis.
- Ensure all transactions through the ledgers and the bank are posted daily by the team such that the books of account are maintained up to date
- Ensure that appropriate online filing systems are maintained and kept up to date by the team so that they can be used to provide information, resolve queries and provide a necessary audit trail.
- Ensure that proper procedures are in place and are followed for staff and volunteer expenses claims and that expenses are paid in a timely way; ensure that expenses are entered and reconciled through a control account which is balanced every month.
- Ensure that proper procedures are in place and are followed for company credit/debit cards; ensure that credit card expenses are entered and reconciled through a control account which is balanced every month by the team.
- Ensure that all control accounts are reconciled each month and bring any issues to the attention of the Chief Operating Officer and Fractional Chief Financial Officer.

Financial policies and processes

- Ensure regular review and implementation of robust financial procedures, optimising the use of technology (including Salesforce for commissioning purposes) to ensure that they are effectively communicated and followed.
- Ensure appropriate controls are in place and monitored, in accordance with the internal Scheme of Delegation.
- Develop a monthly, quarterly and annual timetable for tasks and procedures in the Finance team.
- Work with the COO to update organisational finance policies.
- Support the management of day-to-day relationships with the bank, auditors, investment managers, and other professional advisers as appropriate.
- Oversee the Payroll Manager to ensure all payroll and pension deductions are calculated each month and queries resolved with the payroll bureau as necessary.
- Ensure the Payroll Manager and Senior Finance Officer make timely payments to HMRC and pension providers.
- Ensure the Payroll Manager reconciles all payroll control accounts on a monthly basis.
- Ensure the organisation complies with relevant tax legislation including PAYE, taxable trading and VAT as applicable.

Leadership and management:

Kinship is the working name for Grandparents Plus, which is a company limited by guarantee registered in England and Wales under number 4454103 and registered as a charity under number 1093975

- Role model all of Kinship's values.
- Coach, develop and support the Finance team, identifying developmental needs and supporting colleagues to perform effectively and efficiently.
- Drive high standards of compliance and financial probity through internal policies and procedures which set out performance expectations and through direct facilitation and support.
- Provide clear leadership, training and development to those tasked with managing budgets and financial performance – ensuring consistency of communication throughout.

Knowledge, abilities, skills and experience

Essential criteria:

- Fully qualified ICAEW, ACCA, CIMA or equivalent
- In depth understanding of accounting principles, standards and the Charities SORP, and experience of applying these in a service delivery organisation
- Experience managing a Finance function in a charity with £1-10m annual turnover
- Experience of line management and developing a team using approaches that are empowering
- Experience of Business Central, or the ability to quickly learn a new accounting system
- Excellent Microsoft Excel skills with the ability to use Pivot Tables and other functions to analyse large data sets
- A collaborative and consultative approach while maintaining ownership of tasks
- Appetite to proactively solve problems and improve systems and processes
- A positive, 'can do', solutions-driven attitude that sets a clear culture for the team and helps them to excel in their roles.

Desirable, but not essential, criteria:

- Lived experience of kinship care.

General attributes:

- Willingness to understand kinship care and/or children and families who need support.
- Commitment to the values, aims and objectives of Kinship.
- Ability to apply Equity, Diversity and Inclusion Principles in all areas of work.
- Right to work in the UK.

Key behaviours required:

Personal attributes:

- Detail orientated
- Organised
- Calm under pressure and in difficult

Behaviours:

- Takes accountability for delivering well
- Solutions focus; can do attitude.

situations

- Clear, straightforward communication
- Assertive and firm
- Creative and innovative
- Resilient
- Self-aware

- Positive attitude and approach
- Respectful
- Professional
- Empathic, sensitive and tactful

Your main relationships will be with:

Internal

- Chief Operating Officer
- Fractional Chief Finance Officer
- Senior Finance Officer
- Payroll Manager
- Head of People and Culture
- Executive team
- Budget-holders

External

- Suppliers
- External funders
- Outsourced payroll
- Bankers
- Auditors

What it means to work at Kinship

Our vision:

A society in which kinship carers and the children they care for are recognised, valued and supported.

Our mission:

To ensure that kinship carers and the children they care for get the support and recognition they need.

"Knowing what you do helps kinship families that really need support. Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers."
(Staff member at Kinship)

We want to offer you the best place to work. Our people are really friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.

Our Kinship values

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions
- Ask for and give honest feedback



Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



Equality, diversity and inclusion

Kinship is committed to championing equality, diversity and inclusion. We believe our work is greatly enhanced by the varied backgrounds, experiences and views represented within our teams. We aim to create inclusive teams, celebrate differences and encourage everyone to join us and be their true self at work.

We therefore encourage applications from anyone who fits our values, whatever their religion or belief, sex, gender identity, race, age, sexuality or disability and are actively seeking candidates that can bring real innovation and commitment to us.

Candidate application information

Please refer to the job description for this role to check that you meet the criteria in the "knowledge, skills and experience" section that are necessary for the job.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined in the job description.

Please tell us if there are any reasonable adjustments, we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

How to apply

[Please apply for this role via Charity Job.](#) You will be asked to submit a CV and a cover letter of no more than two pages.

Kinship reserves the right to close a recruitment campaign earlier than the advertised where we have received sufficient applications.

Some tips for your application:

- Make sure you've read the job description and the essential requirements – make sure your answer reflects those points in the requirements very clearly.
- Really tell us why you want to work for Kinship. We're interested in working with people who share our values. You can read about our values above.
- Keep your response clear – use bullet points and short paragraphs if that helps. It will help the recruitment team to really focus on your answer.
- Please do not use AI tools like ChatGPT to produce your answers. We use software to check and your application will be rejected if you do.

Key dates:

| | |
|------------------------------|--|
| Application opens: | Tuesday 17 June 2025 |
| Application deadline: | 8am on Monday 7 July 2025 |
| First interview: | Online – Wednesday 9 / Thursday 10 July |
| Second interview: | In person (Vauxhall, London) – Wednesday 16 / Thursday 17 July [up to 3 hours including Excel and presentation task] |

Conditions of employment and what we offer

Working hours

The working week is currently 35 hours per week from Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

Holidays

You will receive 30 days' annual leave, plus bank holidays (1 April to 31 March) pro rata. We close for 3 days between Christmas and New Year, which you will need to book off from your annual leave allowance.

Flexible working

Kinship will consider applications for flexible working arrangements. Kinship will enable as many jobs to be open to job sharing as is operationally practicable.

Learning and development

A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Health and wellbeing

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.
- Wellbeing Wednesdays
- Charity Worker Discount

Travel

For this role, there is a requirement to occasionally travel across England. There may also be, on occasion, the need for overnight stay. Reasonable travel, subsistence and hotel expenses will be covered using the Charity's expenses procedures.

Pension scheme

Kinship is the working name for Grandparents Plus, which is a company limited by guarantee registered in England and Wales under number 4454103 and registered as a charity under number 1093975

All staff will automatically be enrolled into a Group Personal Pension Scheme after three months as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements. We use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.

Probationary period

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post.

Community

- Staff away days.
- Regular social activities online and in person.

Standard clauses

- This role will require Disclosure and Barring Service (DBS) clearance.
- The post holder must carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are always followed.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note:

Every member of staff is expected to show respect to their colleagues and to understand and adhere to Kinship's code of conduct. Staff are also expected to work collaboratively and to support all the departments with which they have contact in achieving Kinship's strategic objectives.

All duties and responsibilities must be carried out with due regard to Kinship's Health and Safety, Safeguarding and Equality, Diversity and Inclusion principles, GDPR and all other relevant policies.

This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed above. Any substantial or major changes will be negotiated with the post holder.

The details contained in the Job Description particularly the key responsibilities, reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Kinship will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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