

SERVICES FOR INDEPENDENT LIVING (SIL)
JOB DESCRIPTION



Job Title:	Head of Finance
Reports to:	Chief Executive
Location:	SIL Head Office, Leominster
Hours:	22.5 hours per week
Salary:	£25,629.24 per annum (FTE)

Services for Independent Living (SIL) is a charity set up 30 years ago with a mission to offer high quality care and support to older people and people with disabilities. We provide services that support people to lead an independent life within their own home and community. Our vision is, to enable people affected by disabilities to exercise choice and control, to live independent lives, and to actively participate in society.

Main Purpose of the Role

The Head of Finance provides professional financial leadership to SIL, overseeing strategic and day-to-day financial operations, ensuring regulatory compliance, supporting organisational growth, and leading the Finance team.

Key Responsibilities

- 1. Financial Strategy, Planning and Compliance**
Lead the annual budgeting process with the Chief Executive, Senior Management Team and Finance Committee. Ensure manager engagement in the budget cycle and alignment with strategic objectives. Oversee cash flow, investments and compliance with legal, statutory, audit and charity requirements.
- 2. Financial Reporting and Governance**
Ensure accurate and timely monthly management accounts. Work with auditors to deliver statutory accounts to AGM deadlines. Prepare reports for the Finance Committee and oversee the annual review of the Reserves Policy.
- 3. Leadership and Management of the Finance Function**
Line manage, recruit, develop and support the Finance Officer and Finance Assistant. Provide finance advice to managers, the Chief Executive and Trustees. Promote strong communication and effective cross-departmental working.
- 4. Operational Finance: Payroll, Debtors and Purchasing**
Ensure SIL payroll is completed each month and that staff are paid on the 20th of the month, and ensure timely HMRC and pension submissions.

Monitor credit control, debt collection (including Council and NHS income), and debtor reporting. Oversee purchasing processes to ensure compliance, value for money and timely supplier payments.

5. Banking, Investments and Financial Returns

Ensure accurate bank reconciliations, recording of receipts and payments, and investment of surplus funds in line with policy. Prepare quarterly VAT returns (including partial exemption) and complete all statutory and regulatory financial returns. Ensure that the Annual Return for the Charity Commission is completed and submitted.

6. Systems, Processes and Fraud Prevention

Work with the Finance Officer to review and improve internal financial systems. Maintain robust anti-fraud and money-laundering procedures and ensure staff awareness. Support continuous improvement in financial processes and risk management.

7. Organisation-Wide Contribution and Professional Development

Build and maintain positive relationships with external agencies. Manage contracts for IT and other services. Participate in the Senior On-Call rota. Maintain up-to-date professional knowledge, complete mandatory training and engage in continuing professional development.

Person Specification

Essential

- Demonstrable experience of successfully leading finance and support functions.
- AAT Level 4 qualification plus minimum two years' experience within a senior Finance role
- Evidence of continued professional development
- Positive and proactive approach to problem solving and service development
- Confident and able to remain calm under pressure, and work to deadlines.
- Ability to clearly communicate complex issues to a range of people verbally and in reports.
- Ability to form positive working relationships with staff at all levels.
- Experience in implementing Finance related policies
- Good standard of literacy and numeracy
- Proficient in the use of Microsoft Word, Outlook and Excel

Desirable

- Experience of working in the 3rd/voluntary sector or social care
- Experience of using Sage

This post is conditional to an Enhanced and Barring Service (DBS) Check.

The job description above is an outline of the role and responsibilities. There may be times, due to the needs of the organisation, where we ask you to work flexibly and undertake other duties, consistent with your role and salary, including project work, internal job rotation and absence cover.

The post holder must show clear commitment to **SIL guiding principles**:

- Partnership
- Respect
- Innovation
- Diversity
- Equality
- Strength-based

February 2026

PERSON SPECIFICATION

Job Title: Head of Finance

Criteria	Essential	Desirable	Evidenced by:
Education & Knowledge	<ul style="list-style-type: none"> • AAT Level 4 qualification (or equivalent) with a minimum of two years' experience in a senior finance role. • Evidence of continued professional development and commitment to maintaining up-to-date financial knowledge. 		Application Form and certificates
Skills	<ul style="list-style-type: none"> • Strong financial analysis, forecasting, and problem-solving skills. • Ability to communicate complex financial information clearly and appropriately to a range of stakeholders, both verbally and in writing. • High standard of literacy and numeracy. • Proficiency in Microsoft Word, Outlook, and Excel. • Ability to manage competing deadlines, remain calm under pressure, and maintain accuracy and attention to detail. 		Application Form & Interview / refs Application Form & Interview / refs Application Form & Interview / refs
Experience	<ul style="list-style-type: none"> • Experience managing high-volume recruitment processes, including screening, shortlisting and coordinating interview schedules. • Experience delivering fair and consistent candidate 		Application Form & Interview

	<p>assessment, including CV screening, competency-based interviews, and selection tests.</p> <ul style="list-style-type: none"> • Demonstrated ability to source candidates proactively, using platforms such as job boards, LinkedIn, social media, talent pools and referral schemes. • Experience using Applicant Tracking Systems • Proven experience in end-to-end recruitment across multiple role types • Ability to effectively lead, motivate, support, and develop staff. • Strong relationship-building skills with the ability to work collaboratively across teams. • Positive, proactive, and adaptable approach with a commitment to continuous improvement. 		<p>Application Form & Interview</p> <p>Application Form & Interview</p> <p>Application Form</p> <p>Application Form & Interview</p> <p>Application Form & Interview</p> <p>Application Form & Interview</p>
Personal	<ul style="list-style-type: none"> • Respect for others and acting with integrity are important values to you • Self-motivated; able to use initiative and still work collaboratively • Understanding the importance of being accountable for own performance and behaviour • Team Player 		<p>Application Form & Interview</p> <p>Application Form & Interview</p> <p>Application Form & Interview / refs</p> <p>Application Form & Interview / refs</p>

	<ul style="list-style-type: none">• Friendly, tactful and calm		Application Form & Interview / refs
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