



A MENTAL HEALTH SOCIAL MOVEMENT

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REGISTERED CHARITY #1085351 - OTRBRISTOL.ORG.UK

Job Pack

Head of Finance (Bristol)

Thank you for your interest in our Head of Finance role. Please find below some information to help you decide whether to apply. In the interests of equality, CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

In recent years OTR has seen a significant increase in demand for our youth mental health services and we now reach over 20,000 young people each year. We are seeking a Head of Finance to oversee our (circa) £4m annual budget and to ensure that our finance operation is efficient and effective. This role will lead OTR's finance function and, as well as having responsibility for day-to-day financial processes, will be a key member of the organisation's senior leadership team (SLT). The role will involve providing financial insight to the SLT and Board of Trustees, working closely with our treasurer to inform strategic decision making.

We are looking for an individual with demonstrable experience in a finance management role which includes a strategic focus, preferably in the voluntary sector. The successful candidate will be a flexible, meticulous individual who is able to present complex information to a range of audiences as well as being a compassionate leader. Equally important is a strong personal interest in and commitment to the mental health and wellbeing of children and young people.

You can find out more about OTR by visiting our website. There are several resources and documents which will help you understand OTR's current position.

- [Our Beliefs](#)
- [Setting the Scene](#)
- [Reaching Further](#)
- [Our Impact](#)
- [Annual Report and Accounts](#)

The closing date for this role is **28th January 2025 at 23:59** and interviews are likely to be held on or around **3rd or 4th February 2025**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To arrange an informal chat about the role, please contact **people@otrbristol.org.uk**

Safeguarding

OTR is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, trustees, and volunteers to share this commitment.

As part of our Safer Recruitment practices, all roles involving contact with young people will be subject to robust pre-employment checks, including references, a full employment history, and an

enhanced Disclosure and Barring Service (DBS) check. Where applicable, overseas criminal record checks will also be required.

We are dedicated to creating a culture of vigilance, transparency, and accountability. Our safeguarding procedures are guided by the principle that the welfare of the child is paramount, and all staff are required to adhere to OTR's Safeguarding and Child Protection Policy.

Role Summary

Job Title	Head of Finance
Salary	OTR Band D £44,480 - £51,815 fte, dependent on experience £35,584 - £41,452 actual for 0.8 fte
Hours	30 per week 0.8fte
Contract	Permanent
Leave	Flexible - our basic entitlement is 32 days (pro rata). However, OTR operates a flexible leave policy, and you are entitled to request as much leave as you would like and need
Pension	With The People's Pension - 3% employer contribution on qualifying earnings
Location	Primarily based at our Bristol office with up to 2 days per week working from home if that is your personal preference. Office address is OTR, 8-10 West Street, St Phillips, Bristol, BS2 0BH (with some travel across OTR's geographical footprint - Bristol, North Somerset, and South Glos. (BNSSG))
Accountable to	CEO
Accountable for	<ul style="list-style-type: none"> • Full membership of the OTR core Senior Leadership Team • Line management of the Finance Champion
Job Purpose	<ul style="list-style-type: none"> • To be responsible for strategic financial management at OTR • To provide timely, accurate and clear financial information for OTR • To ensure robust accounting and financial systems are in place (approx. turnover £4 million per annum) • To provide operational reporting and financial insight to the CEO, external stakeholders and Board of Trustees as appropriate • To work with the CEO and wider Senior Leadership Team to influence and develop our strategic direction
Key Relationships	<ul style="list-style-type: none"> • Treasurer • All OTR Managers • Senior Leadership Team (SLT) peers • Fundraising team • OTR staff and volunteers • Hive Team • NHS and other statutory providers • Local Authorities • Schools, Colleges & Further Education Institutions • Community Organisations & Youth Services • Funders & Commissioners

Role Description

Finances	<ul style="list-style-type: none"> ● To lead and be accountable for financial planning, stewardship and control ● To monitor and manage finance and budgets at an organisational and service/team level. A core part of this role is to build and maintain a financial history that ensures accurate allocation of costs across services, enabling budget holders to understand the full cost of service delivery, including central overheads whilst supporting strategic decision making. Essential spend tracking against funding allocations especially restricted and commissioned income. ● To review, assess and liaise with Head of Fundraising on whether services are adequately funded, supporting cost recovery. This is critical work and underpins our ability to accurately report to funders and identify underfunded areas to develop realistic financial plans. ● To be responsible for the preparation of financial plans and forecasts for OTR, ensuring that revenue and surplus targets are stretching yet realistic and that key financial risks are identified and mitigated. Play a part in shaping the organisational strategy. Giving financial insights to influence service design, sustainability and growth. Strategic leadership is a key aspect to this role, including scenario planning, financial modelling and advising on long-term organisational direction. ● To attend quarterly board meetings and the AGM, or as invited, and provide financial advice and papers alongside the treasurer to Trustees, the CEO and Managers, ensuring that budgets and cash flows are accurate and properly managed and that key decisions are supported by robust financial and risk analysis. Attend quarterly Finance & Risk sub-committee meeting where the expectation will be to present up to date financial reports, answer questions and support decision making. ● To lead the preparation of the annual budget with budget holders, the SLT and CEO for review by the Finance & Risk Sub-Committee and approval by the Board. ● Responsible for financial systems and digital tools, including ensuring they support efficient and accurate reporting. ● To be responsible for the structure and integrity of the General Ledger and OTR's financial records. ● To ensure that OTR's banking arrangements are secure and to act as a second signatory for bank payments. ● To carry out regular monitoring of income and expenditure against the budget and management accounts for the SLT and the Board. ● To be responsible for producing financial information for new and ongoing funding applications in line with funders' financial reporting requirements. ● To work with the fundraising team to ensure funding is claimed on a timely basis. and that restricted funds are regularly reviewed and reconciled. ● To lead OTR's relationship with the bank and investment platforms with the aim of maximising income generation per the Investment Policy. ● To prepare and monitor the cash flow of OTR, ensuring that working capital is managed effectively. ● Financial risk management is a key part of this role, identifying, assessing and mitigating risks related to funding streams, cash flow and service delivery, contributing to organisational risk registers. ● To oversee OTR's Fixed Asset Register ensuring assets are capitalised, depreciated and written off, as required.
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	<ul style="list-style-type: none"> ● To be responsible for the preparation of the year-end statutory accounts and the annual statutory audit. ● To develop and maintain a system of robust financial controls (in line with best practice and Charity Commission guidance), underpinned by appropriate financial policies and procedures, to ensure that the organisation is protected from fraud and error. ● Leading continuous improvement of financial processes and systems. ● To develop the overall financial literacy of OTR managers to ensure that decision-making and knowledge are shared across OTR and within teams. Collaboration across departments providing collaborative support and financial leadership ● Ensure the use of charitable funds and resources in a way that creates and maximises OTR services for young people who receive support from us. ● To support the Chief Executive and senior leadership team in any commissioning cycles
Payroll	<ul style="list-style-type: none"> ● To be responsible for running the monthly payroll and organising payment of salaries. Payroll accounts for 86% of the charity's total costs and this role is therefore not only responsible for processing payroll but also for forecasting HR spend. Ensuring compliance around pensions and P11D's, working closely with the Head of People & Culture to ensure staffing changes are captured and supported accurately. It is critical that this role correctly allocates staff costs to services and team accurately, enabling accurate reporting, funding recovery and strategic succession planning. This work is essential to understanding the true cost of service delivery and ensuring financial sustainability.
Line Management	<ul style="list-style-type: none"> ● To line manage and support the personal development of OTR's Finance Champion and ensure that all day-to-day tasks are correctly carried out and that transactions are correctly recorded, including reviewing and signing off regular bank reconciliations. This supervision and support is critical in shaping the team to enable it to grow and provide future opportunity for career development
General	<ul style="list-style-type: none"> ● To perform the role of Company Secretary for OTR, providing a proactive and organised approach to ensure compliance with statutory obligations, support effective governance and maintain accurate records e.g. companies house filings, board reports and registers. ● To support the ongoing development of OTR governance and business planning with the Senior Leadership Team. ● To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding. ● To engage in training and development opportunities appropriate to the role. ● Represent OTR at external events, meetings, and strategic forums, advocating for youth mental health and wellbeing and making connections. ● Work closely with the other Area Team Managers and the Service Impact Manager to ensure consistency and cohesion in service delivery across regions. ● Contribute to the development of best practices and service innovations within the organisation. ● Work collaboratively with other OTR teams, supporting cross-organisational learning and integration.

- To ensure all personal and sensitive data is handled in line with GDPR and OTR policies, respecting and maintaining the confidentiality of all staff, volunteers and young people.
- Commit to OTR's core values, including youth empowerment, participation, and inclusivity.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Demonstrable and relevant education and learning in line with the requirements outlined within the role. • Evidence of ongoing professional development. • Knowledge of Charity SORP requirements. 	<ul style="list-style-type: none"> • Professional accountability qualification e.g. AAT Level 4, ACA, ACCA, CIMA or equivalent
Experience	<ul style="list-style-type: none"> • Relevant post-qualifying experience in a finance role. • Experience of using financial software packages. • Experience providing strategic financial insight to senior leadership team and board including scenario planning and long-term forecasting • Experience managing an organisational budget of circa £3M. • Experience of preparing and translating management accounts. • Experience in providing strategic and operational insight with financial and non-financial data (including developing and monitoring KPIs) • Experience of liaising with external and internal auditors. • Experience working in a small finance team with the ability to manage competing priorities and supporting junior staff. • Understanding of governance and statutory compliance including experience supporting boards and fulfilling company secretary duties. • Experience implementing or optimising financial systems, processes and reporting tools. • Experience of preparing statutory accounts in accordance with the Companies Acts and Charity SORP. • IT literate with strong spreadsheet capabilities. • Understanding of resource requirements and ability to think 	<ul style="list-style-type: none"> • Experience using Xero accounting system (if not, the ability to demonstrate capability to learn how to use this system is essential). • Experience of major grant funded bodies/charities, preparing bids and claims. • Experience of commissioning and bid writing. • Experience of using CRM systems.

	creatively in order to do more with less.	
Knowledge	<ul style="list-style-type: none"> Knowledge of charity accounting practices, (including relevant compliance with Charity Commission, SORP and Companies House). 	<ul style="list-style-type: none"> Up to date understanding of commissioning processes in the public sector. Awareness of rules for Charitable Trading and VAT.
Skills & Abilities	<ul style="list-style-type: none"> Excellent interpersonal skills, able to create and develop relationships both internally and externally and across all levels. Advanced Excel skills including financial modelling, data analysis and reporting. Excellent written and verbal communication and presentation skills, able to present complex information to non-finance staff and Trustees. Ability to think creatively and adopt a solution focused 'can do' approach. The ability to juggle a complex and demanding workload. Experience leading financial process improvement and embedding new systems or controls in a complex organisation and structure. Organised and disciplined approach with strong prioritisation skills and the ability to work and deliver under time pressure. Able to solve problems with confident and effective decision-making skills. Ability to demonstrate a positive approach and to champion cultural and organisational goals. 	
Personal Qualities	<ul style="list-style-type: none"> Resilient; able to model good self-care. Values led with a personal commitment to equality, diversity, social justice and change. A strong personal interest in and commitment to the mental health and wellbeing of children and young people. 	

About us

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 60-year history and is proud to be reaching more young people than ever before (over 17,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing information and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy, healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, and many in-house events and initiatives.

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

What we value:

- **Championing Humanity:** valuing the inherent dignity of each and every person, supporting and celebrating expression of identity in all its forms
- **Being Curious:** taking an interest in how things work and could be improved, noticing and exploring perceptions and experiences whether collective or individual
- **Positive Disruption:** naming systems, structures, and attitudes that hinder supportive social change, seeking ways to overturn barriers to progress
- **Seed Sowing:** with an eye to the potential of the long term, seizing present moments and opportunities to set in motion shifts to benefit young people
- **Deeply Rooted:** carefully developing systems and processes that ensure our operations are secure, safe and dependable, supporting effective communication and making accountability clear

What we believe:

- Our offer should be inclusive of all cultures and identities
- Young people have unique strengths, interests and circumstances
- The world around us impacts our wellbeing
- Placing young people at the heart of our work
- Innovating and evolving to improve our offer for young people
- Relationships are what make the difference
- The power of partnerships