Head of Finance

buttle

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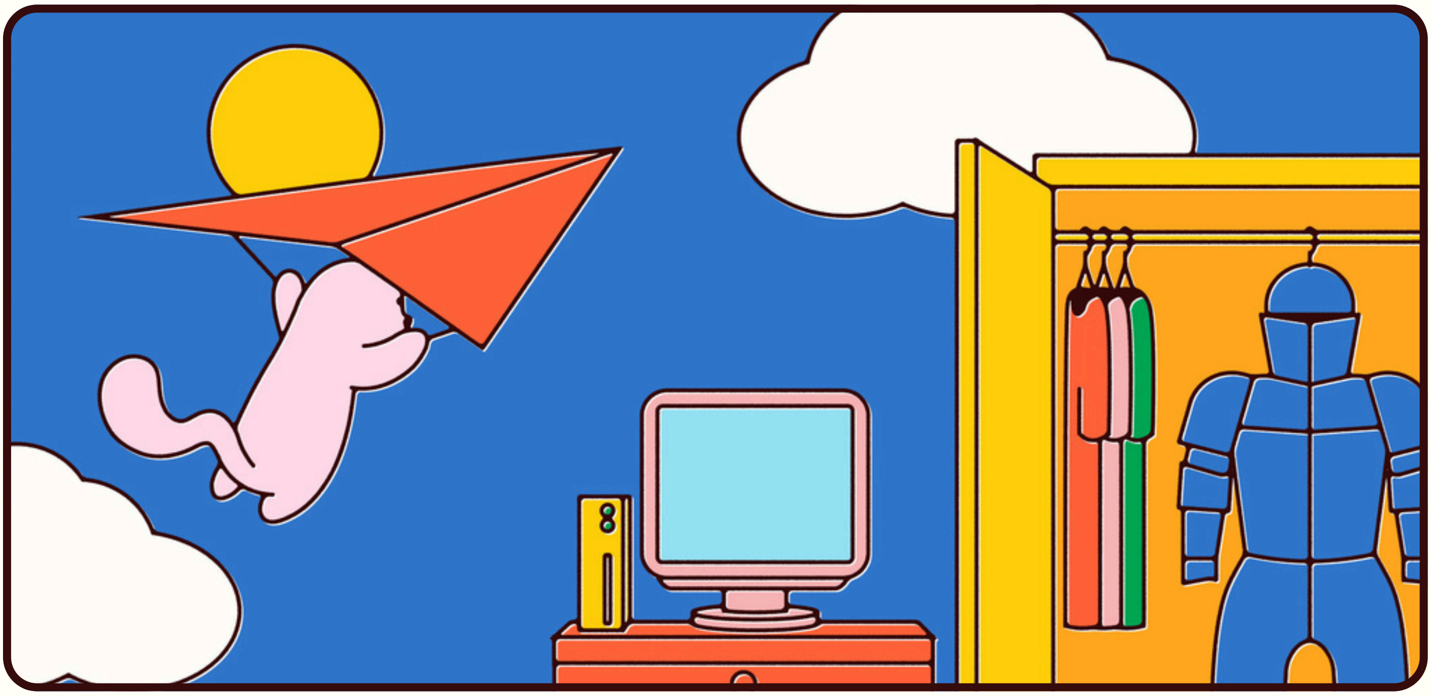

Contract:
Permanent, fulltime, 35 hours per week (part-time, minimum of 4 days per week will be considered)

Office hours:
9am-5pm (unpaid 1 hour lunch break). There is some flexibility on start and end times

Salary:
£58,994 – £62,321 pa

Working pattern:
Hybrid, up to 2 days at our office in Oval, Kennington

Background

At Buttle, we are driven by a single, powerful vision: **poverty and crisis should not define a child's future.** For nearly 80 years, we've been dedicated to supporting children and young people facing profound challenges. As we embark on our ambitious 2025–2030 strategy, we're not only offering immediate aid; we're also committed to tackling the systemic issues that trap children in cycles of poverty.

This is a pivotal moment for our organisation. We're proud to have supported over 27,000 children through our Chances for Children grants in the last five years, but the need continues to grow, with 4.5 million children in the UK currently living in poverty. Our new strategy has three bold aims:

Delivering Impactful Grants: We'll continue to provide fast, flexible, and essential grants, while also deepening our support for those with the most complex challenges and evolving our grant model to be even more empowering and equitable.

Amplifying Our Voice for Change: We'll leverage our research, data, and co-production work to influence policy and practice, advocating for families failed by existing systems.

Harnessing Our Resources: With a strong endowment and ambitious fundraising goals, we are investing in partnerships, innovation, and infrastructure that will ensure we can support even more children in the years to come.

This strategy was developed through deep collaboration – with our staff, trustees, funders, and importantly, young people. Their lived experience and insights continue to guide our work, ensuring we remain **child-focused, empathetic, responsive, collaborative and accountable.** You can read about our 2025-30 strategy in more detail here.

Buttle is seeking an exceptional Head of Finance to work closely with the Director of Finance and Operations to lead on operational financial matters including financial management and reporting as a foundation for sound decision-making. The Head of Finance will work with the Finance and Operations Director to explore and design financial aspects of reporting and management developing implementing and maintaining best practice financial controls systems and KPIs - all within the context of harnessing thepower of our resources to create the greatest impact for the children and young people we support.

As our Head of Finance, you will play a crucial role as a key member of the finance and operations team tasked with the operational oversight of financial management at Buttle and create an effective and efficient Finance Team, able to deliver on its agreed strategic objectives, through training, development, and motivation of engaged staff. You will build effective relationships with colleagues across the charity. This role will lead on financial compliance across Buttle's work.

If you are interested in a varied role providing opportunities to make change happen, then we would love to hear from you. I hope you will feel inspired to join our team and be part of work to ensure that the children and young people we support are not defined by crisis and poverty.

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Director of Finance and Operations

Our mission

Our mission is to deliver what matters in childhood. To enhance emotional, educational and social outcomes through targeted interventions, primarily through our grants. We support children and young people living in severe poverty, often on income levels under £18,000 a year. We also want to work to remove the systemic structures that mean children and young people are not defined by crisis and poverty.

Many face challenges such as domestic abuse, mental health issues, estrangement or neglect. Our grants, up to £2,400, are tailored to each individual's needs. How the grant is used varies- from having a new school uniform to help them settle in school; help with items like beds, toys, clothes or even a TV, support for family or play therapy; or membership of a club or activity so that they can explore something they enjoy, socialise and have opportunities to make new friends. They are designed to create safe, nurturing environments and foster wellbeing-promoting activities, ultimately empowering children and young people to thrive academically, emotionally and socially.

You can read more about the impact of our work here:
https://buttleuk.org/our-impact/

Our values

Child-focused. Empathetic. Responsive. Collaborative. Accountable.

Child-focused. We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

Empathetic. Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

Responsive. We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

Collaborative. We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

Accountable. We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.

Head of Finance Job Description

JOB TITLE:	**Head of Finance**
RESPONSIBLE TO:	**Director of Finance & Operations**
RESPONSIBLE FOR:	Senior Finance Officer Grants & Finance Administrator
LOCATION:	Kennington Park Workspace, London (Hybrid working)
CONTRACT:	Permanent (Full-time)
SALARY:	£58,994 – £62,321 pa

ROLE PURPOSE:

The Head of Finance plays a critical role in strengthening financial management, reporting, and control across Buttle. This is a hands-on senior role responsible for ensuring robust financial processes, accurate reporting, and effective financial planning that supports Buttle's mission and strategic objectives are in place.

The role combines operational delivery with strategic oversight, ensuring that financial systems and processes are efficient, compliant, and well understood across Buttle. The postholder will work closely with colleagues across all teams to embed strong financial practices, improve reporting, and support informed decision-making.

As a key member of the Finance and Operations function, you will lead on financial compliance across Buttle and be responsible for the provision of accurate and timely financial information in accordance with Buttle's financial policies and procedures.

You will be able to juggle competing and time-bound priorities and to build effective relationships with colleagues across the charity and with external stakeholders, while building capability within the team and promoting good financial governance across Buttle.

This is a varied role and the postholder would be someone who enjoys working within a small team and environment across various areas of responsibility. We are currently a team of 32 colleagues geographically dispersed within the UK and Northern Ireland.

The Head of Finance will lead on developing and improving good systems of financial controls to underpin,reporting and work with colleagues across the organisation to embed them. A key part of the role will also be, budgeting, and forecasting, while building capacity within the team.

We work flexibly in a hybrid pattern and the postholder will be expected to come into the office for up to 2 days a week.

KEY RESPONSIBILITIES:

Financial Reporting & Control

- Lead the improvement, documentation and implementation of financial reporting processes and procedures.
- Ensure timely and accurate production of management accounts, financial reports, and reconciliations.
- Take ownership of balance sheet reconciliations, ensuring all accounts are regularly reviewed and discrepancies are identified and resolved promptly.
- Oversee financial controls and ensure compliance with internal policies, accounting standards, and regulatory requirements.
- Support the preparation of statutory accounts and year-end processes, working with external auditors as required.

Financial Planning, Budgeting & Forecasting

- Support with the preparation and coordination of annual, multi-year budgets and financial plans, working collaboratively with budget holders to ensure that these align with Buttle's strategy.
- Produce and maintain cashflow forecasts to ensure effective financial management and sustainability.
- Provide financial insight and analysis to the senior management team and other stakeholder to support decision-making.
- Manage and report on reserve balances, providing early indication on negative reserves and ensure compliance with Buttle's reserves policy.

Grant Financial Oversight

- Support robust financial processes and controls are in place for grant-making, including accurate recording, reconciliation, and clear audit trails
- Ensure efficient financial management of restricted and unrestricted funds, ensuring appropriate treatment and compliance with funder requirements
- Support and oversee the preparation of financial information for funder bids and reporting, ensuring accuracy and consistency.
- Work closely with programme teams to ensure grant-related financial processes are understood, implemented correctly, and operate efficiently
- Integrate grant commitments and expenditure into cashflow forecasting, budgeting, and longer-term financial planning

Systems, Processes & Continuous Improvement

- Act as a key driver in improving financial systems, reporting structures, and processes across the organisation.
- Manage changes to reporting frameworks, ensuring outputs are meaningful, accessible, and aligned with organisational needs.
- Work across teams to ensure financial processes are understood, implemented correctly, and consistently followed.
- Identify inefficiencies or risks in current processes and lead on improvements to enhance accuracy, control, and value for money.

Cross-Organisational Collaboration

- Build strong working relationships with teams across the organisation to support effective financial management.
- Act as a trusted partner to budget holders, providing guidance, challenge, and support on financial matters.
- Promote financial literacy across the organisation by ensuring colleagues understand key financial processes and responsibilities.

Leadership & Team Management

- Provide line management to the Senior Finance Officer and Grants & Finance Administrator.
- Oversee allocation of work, ensuring priorities are clear and deadlines are met.
- Conduct regular one-to-ones, performance reviews, and development planning.
- Provide day-to-day support, coaching, and oversight to ensure high standards of work.
- Manage directly and empower the team, following appropriate direction, to discuss and review monthly management accounts with budget holders.
- Build capability within the team and foster a culture of accountability, learning, and continuous improvement.

Training & Capacity Building

- Support non-finance colleagues in understanding financial processes, reporting, and controls and facilitate training sessions where appropriate.
- Develop guidance materials and tools to support consistent financial practices.

Risk Management & Compliance

- Ensure appropriate financial controls are in place to mitigate risk and safeguard organisational assets.
- Support compliance with charity finance regulations and internal governance standards.
- Contribute to organisational risk management processes, particularly in relation to financial risk.

Person Specification

Qualifications

Qualified accountant (e.g. ACA, ACCA, CIMA) or equivalent experience.

Experience

Essential:

- Significant experience in a finance role with responsibility for financial reporting and controls.
- Experience of reviewing and developing financial systems and procedures.
- Significant experience of preparation and presentation of financial and management reports.
- Experience of leading or improving financial processes and systems. Clear understanding of Charity Fund accounting, SORP and Companies Act.
- Experience of resolving financial discrepancies.
- Experience of working collaboratively with non-finance stakeholders.
- Proven experience of budget preparation, setting and monitoring and
- Excellent written and verbal communication skills with the ability to engage and influence stakeholders at all levels.
- Proven experience of direct team line management and development.

Desirable:

- Experience within the charity or non-profit sector.
- Experience of grant funding environments and restricted funding reporting.
- Experience of system or reporting transformation projects.
- Experience of working with auditors and year-end processes.
- An understanding of investments and related risks in general
- An understanding of the total return rules around permanent endowments within the charity sector.

Skills & Behaviours

Essential:

- Strong analytical skills with high attention to detail and accuracy.
- Ability to translate financial information into clear, practical insights.
- Strong organisational skills and ability to manage competing priorities.
- Confident communicator, able to engage and influence stakeholders at all levels.
- Proactive and solutions-focused, with the ability to identify and resolve issues.
- Ability to build effective working relationships across teams.
- Commitment to high standards of financial governance and accountability.
- Alignment with Buttle's values and mission.

Desirable:

- Comfortable working in a changing environment with evolving systems and processes.
- Experience in a similar role
- Interest in continuous improvement and organisational effectiveness.

General:

- To take an active role in the development and implementation of Buttle UK's policies
- To work within Buttle's policies
- Be committed to fostering safeguarding, promoting the welfare of children and young people
- To work in line with the safeguarding policy and best practice
- Be committed to fostering safe workplaces and championing inclusivity and belonging

Additional Information

Safeguarding

We are committed to safeguarding and protecting the welfare of children and young people. This also includes ensuring a safe environment for colleagues, trustees, funders and all those we work with. All our posts require the postholder to undertake a Basic or Enhanced check from the Disclosure and Barring Service (DBS) prior to joining Buttle. This post requires a Basic DBS check and the successful applicant will be asked to undertake checks to obtain a Certificate of Disclosure. Right to work checks and two references will also be required.

Flexibility

This role is expected to work flexibly across Buttle and may require occasional additional hours during key financial periods or as needed and agreed with the Director of Finance and Operations.

Our commitment to Equity, Diversity & Inclusion

We are a diverse and inclusive team and actively promote equity, diversity and inclusion in our work, underpinned by our values. We welcome and encourage applications from people of all backgrounds regardless of age, race, nationality or ethnicity, disability (including hidden disabilities), sex, gender reassignment or identity, marriage and civil partnerships, pregnancy and maternity or religion or belief or socio-economic backgrounds.

We particularly encourage applications from those with lived experiences of childhood financial hardship and multiple social challenges.

To support anyone looking to work with us, we commit to:

- Paying for childcare for the hours in and around the interview process;
- If asked to attend in person to an interview, we will pay for standard return travel costs from your home to the office;
- Making any reasonable adjustments where required to support your needs at any point of the recruitment process.

Our benefits

Financial wellbeing

- Defined contribution pension scheme, with an employer-matched contribution of 7%
- Cycle to Work Scheme
- Life assurance scheme (3x annual salary)

Mind and body wellbeing

- Annual leave entitlement of 25 days + bank holidays (pro-rata for part-time hours)
- Access to our Employee Assistance Programme for wellbeing and support
- Three days of office closure between Christmas and New Year
- Free eye tests and up to £100 towards prescription glasses
- Access to trained inhouse Mental Health First Aiders

Family wellbeing

- Enhanced maternity, adoption and paternity and sick pay and other policies to support colleagues during life transitions

Personal development and training

- Various training courses to expand your skills and knowledge
- £200 annual Personal Development Allowance for any course of interest
- Two days of volunteering leave per annum

How to apply:

Buttle is partnering with Allen Lane on the recruitment of this opportunity. For further information or a confidential discussion, please contact **Iain Slinn at Allen Lane.**

Please send your CV together with a supporting statement (maximum one side of A4) outlining your suitability for the role.

Recruitment timeline
Closing date for applications: 21 September 2026
First stage of interviews: in person at our office on 28/29 September 2026
Final stage of interviews: online on 1/2 October 2026

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