



Let's Talk Well Office, 4th Floor, Building 7, Vantage Point Business Village
Mitcheldean, Gloucestershire, GL17 0DD
Telephone: 01594 372777 Text: 07520634063
Email: hello@letstalkwell.org.uk Website: www.letstalkwell.org.uk

Job Pack

Job Pack: Head of Finance

Thank you for your interest in working for Let's Talk Well. The job pack consists of the following documents:

- Guidance Notes
- Job Details
- About Talk Well and the Role
- Job Description/Person Specification

The closing date for applications is **midday on 30 January 2026** however we will be reviewing and interviewing potential candidates through the application window.

Let's Talk Well reserves the right to close this vacancy should the right candidate be identified.

Application process:

This is a two-stage application process

- **Stage one interviews** (values and leadership) will be held **week commencing 9th February**

Shortlisted candidates from this round will progress to

- **Stage two interviews** (Competency/technical based) will be held **w/c 16 February 2026**

Please return the following documents by the date stated above.

1. The completed Application Form
2. The Diversity Questionnaire

Completed applications should be sent to: recruitment@letstalkwell.org.uk

Or by post:

HR Department
4th floor, Building 8
Vantage Point Business Park
Mitcheldean
Gloucestershire
GL17 0DD



Guidance Notes

Filling in the application form

- Please complete all parts of the application form. (**CVs will not be accepted in place of an application form**).
 - Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
 - Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
 - Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
 - Check the closing date to allow time for your application to reach us.
 - We suggest you keep a copy of your completed application.
 - Let's Talk Well does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed.
- Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

Commitment to Inclusivity and Diversity

Here at Let's Talk Well we want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. We try to create an encouraging, caring, supportive environment where everyone, from any background, can be themselves and fulfil their potential at work.

Please make us aware of any reasonable adjustments we may need to make for you and particularly address any special requirements you may have if you are invited for interview.

Keeping children, young people and families safe

Let's Talk Well is committed to safeguarding and promoting the welfare of children, young people and families and expects all staff to share this commitment.

As part of our Safer Recruitment Policy, you must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced



Disclosure and Barring check. You will be interviewed and assessed against the criteria set out in the job description and person specification.

We are particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve direct and indirect contact with children and vulnerable adults or supervise those who have direct or indirect contact with children or vulnerable adults, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children and vulnerable adults. Seeking this information is not, in anyway, to reflect upon applicants' integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

The declaration section of the application form must be completed.

Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.

We recognise the contribution that people with criminal records can make as employees and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. All cases will be examined on an individual basis. A copy of our Recruitment of Ex-Offenders policy can be made available by contacting our HR team.

All employment offers are made subject to the following checks

- satisfactory clearance from the Disclosure and Barring Service where applicable;
- satisfactory references
- right to work check
- satisfactory health check

We aim to make the application process as straightforward as possible. If you have any further questions regarding your application or require any further general guidance or information about Let's Talk Well please contact a member of our Human Resources Department 01594 372777 or email recruitment@letstalkwell.org.uk

Thank you for considering applying to Let's Talk Well



About Let's Talk Well

Let's Talk Well is a charity established in 1993 serving Gloucestershire and surrounding areas. Let's Talk Well reaches hundreds of children and young people every year as well as offering support & advice to parents & professionals. We work to ensure that every young person has easy, prompt, independent access to appropriate support according to their needs. We offer:

- Counselling - online and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals
- Counselling Training courses

Let's Talk Well has a main office in Mitcheldean Gloucestershire; counselling rooms and home-based staff and volunteers working across the county. We strive to ensure young people, parents and families feel accepted, safe & valued, so that they can say what's on their mind, and be really listened to without the fear of being judged. We work with young people to help them build resilience & give them strategies to cope with situations they might be facing.

Our Mission, Ethos and Values:

Let's Talk Well is a Christian led charity that is not affiliated to any particular denomination, church or group. We provide services to anyone of any faith or none and we employ staff from any faith or none. As an organisation we believe that the Christian faith provides the foundation and motivation for the work of the charity and is the reason why we do what we do. Our mission *to improve, preserve and promote good mental health and wellbeing amongst children, young people and families* is borne from Jesus' words; "*I have come that they may have life, and have it to the full.*" John 10:10.

An outworking of our Christian ethos means that we expect all representatives of the charity to treat everyone equally, with care and respect regardless of their race, gender, religion, sexual orientation, ethnic background, beliefs, status, ability or class. The ethos is given life through our relationships; the way we work together and behave with one another and those we serve, are a demonstration and authentication of our ethos.



Our Values represent our core beliefs, that inspire and guide the choices we make, how we operate and how we interact with people:

We're here We offer non-judgemental support We communicate openly, honestly and respectfully We take time to understand We're accessible and responsive	We care We value everyone as unique individuals We show appreciation We create safe spaces We are kind, supportive, warm and friendly
We help change lives We support everyone to reach their full potential We build relationships that matter We offer hope We are passionate about getting the best outcomes	We keep moving forward We listen, learn and grow to make things better We seek new ways of working We embrace collaboration We use our funding wisely

Further information on our values, mission statement and vision can be found on our website – [About us | Let's Talk Well](#)



Job Detail

Job Title:	Head of Finance
Rate of pay:	£52,612- 55,615 p.a DOE (£26.75-£28.52/p.h)
	Grade F , Spine Points 2-4
Reports to:	CEO
Responsible for:	Finance team, including line management of Finance Co-ordinator.
Place of Work:	Let's Talk Well, Vantage Point Business Village, Mitcheldean, Gloucestershire, GL17 0DD. You may also be required to attend Let's Talk Well meetings and training related to the post at various locations across Gloucestershire as required. You will not be required to work outside the UK.
Hours of Work:	37.5 hours a week during our core office hours of 08:00 – 18:00. We will consider a minimum of 0.8 FTE (30 hrs) appointment. Optional hybrid working with one day a week from home. Specific day to be agreed upon with line manager.
Contract:	Permanent
Holiday:	5.6 weeks a year (inclusive of bank holidays) pro rata for part time employees.
Benefits:	<ul style="list-style-type: none">• Enrolment into a direct contribution pension scheme (3% employer contribution)• We gift all employees the days between Christmas Day and New Year's Day excluding Bank Holidays.• Additional leave is awarded based on length of service up to a maximum of ten days, and this starts to accrue from day one of employment.• Up to three volunteering days per year• Enhanced company sick pay• Blue light discount card after six months of employment• Sight test



Expenses: Legitimate business expenses incurred as part of carrying out your job will be reimbursed.

Terms: There will be a six-month probationary period where the successful candidate's suitability for the role will be assessed.



Job Title:	Head of Finance
Responsible to:	Finance team including line management and development of Finance Coordinator
Job Purpose:	<p>Head of Finance</p> <p><i>Shape strategy. Enable growth. Transform lives.</i></p> <p>This is a key senior leadership role at the heart of Let's Talk Well's mission and growth. As Head of Finance, you'll help shape the strategy that powers our vision, ensuring strong financial management, operational efficiency, and full financial compliance. Reporting directly to the CEO, you'll be a trusted advisor to the COO, CCO, and Senior Leadership Team—providing the insight and analysis that drives smart, strategic decisions.</p> <p>You'll play a pivotal role in safeguarding financial stability, overseeing budgets and expenditure, and developing innovative business models to support sustainable growth. Leading and inspiring the Finance team, you'll ensure our financial health underpins everything we do for young people. This is more than a finance role—it's about enabling impact, steering growth, and helping us change lives.</p>
Main Duties:	<p>Financial Management and Reporting</p> <ul style="list-style-type: none">• Provide accurate and timely financial reports to the COO and Leadership Teams for decision-making.• Develop and operate systems for financial forecasting and re-forecasting.• Lead the annual budgeting and planning process, reporting to Leadership Teams and Finance & Digital Committee.• Support budget holders in developing familiarisation and confidence in devolved budgets• Produce quarterly and annual internal finance reports and monthly management accounts.• Monitor financial activity against the approved budget and report anomalies to the CEO.• Coordinate and produce year-end Charity SORP financial statements and Trustee Annual Report.• Ensure compliance with financial regulations in collaboration with external auditors.

	<ul style="list-style-type: none"> • Maintain accurate financial records in QuickBooks and ensure budgetary control. • Provide monthly budget expenditure reports to budget holders and follow up on queries. • Attend quarterly Finance & Digital Committee meetings. <p>Policy and Procedures</p> <ul style="list-style-type: none"> • Maintain strong relationships with the bank and external auditors; recommend changes as needed. • Collaborate with Leadership Teams to establish effective financial processes and controls. • Lead development and monitoring of procurement policies and systems to ensure best value. • Maintain the fixed asset register and ensure appropriate insurance coverage. • Liaise with Head of Income Generation & Engagement to record grant commitments and maintain audit-ready reports. • Lead annual insurance renewal and manage insurance policy administration. <p>Payroll</p> <ul style="list-style-type: none"> • Process payroll transactions efficiently each pay period. • Maintain payroll system and records; gather, calculate, and input data. • Ensure timely payment of payroll liabilities. • Resolve payroll queries. • Prepare ad hoc financial and operational reports as requested by CEO or COO. <p>Facilities Management (Financial)</p> <ul style="list-style-type: none"> • Support development of a 5-year preventative maintenance plan for premises. • Oversee premises management, ensuring contracts are in place and health & safety requirements are met.
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General duties	<p>Line management responsibilities</p> <ul style="list-style-type: none"> • Line manage the Finance Co-ordinator, ensuring motivation and support. • Conduct regular performance reviews and set personal development goals. • Ensure safeguarding practices are followed by direct reports. • Manage wellbeing, sickness, and absence effectively. • Contribute to Finance Team development with the CEO. • Support broader people management policies and team culture. • Provide line management to the Finance Co-ordinator, enacting Let's Talk Well's management processes to ensure that all team are motivated, supported and enabled to give of their best. <p>Safeguarding and Welfare</p> <ul style="list-style-type: none"> • Follow Let's Talk Well's Safeguarding policy and escalate concerns to Safeguarding Leads. <p>General</p> <p>Work collaboratively with budget holders Uphold and promote Let's Talk Well's values and policies in all conduct.</p> <ul style="list-style-type: none"> • Participate in events and activities that support and promote the charity's work. • Contribute to maintaining a high-quality environment at premises. • Work in accordance with Let's Talk Well's policies, especially safeguarding and health & safety. • Keep the CEO informed of all important charity-related matters. • Maintain confidentiality and comply with Information Governance Policy.
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Person Specification:

The person appointed will be expected to have the key essential skills and attributes listed below. The items under the heading 'desirable attributes' will also be useful. However, candidates who do not have these desirable attributes should not be deterred from submitting an application as relevant support/training can be made available for the right person.

Selection Criteria	Method of Assessment	Essential	Desirable
1 Training, Qualifications and Experience			
The successful candidate will have:			
1.1 Qualified ACA, ACCA, CIMA or experience to this level	<ul style="list-style-type: none">▪ Application form▪ Interview task	✓	
2 Knowledge			
The successful candidate will be able to demonstrate an awareness of:			
2.1 Practical knowledge and understanding of management accounting principles and techniques.	<ul style="list-style-type: none">▪ Application form▪ Interview task	✓	
2.2 In-depth knowledge of budgeting and financial forecasting and preparation of financial reports for senior management and compliance purposes.	<ul style="list-style-type: none">▪ Application form▪ Interview	✓	
2.3 Line management experience to foster a productive and supportive team environment.	<ul style="list-style-type: none">▪ Application form▪ Interview	✓	
2.4 Knowledge and understanding of charity accounting principles, standard accounting procedures and best practice.	<ul style="list-style-type: none">▪ Application form▪ Interview		✓
2.5 The General Data Protection Regulation GDPR and the principles of confidentiality and sharing information.	<ul style="list-style-type: none">▪ Application form▪ Interview		✓
2.6 equal opportunities and anti-discrimination practices.	<ul style="list-style-type: none">▪ Application form	✓	
3. Ability			
3.1 Strong numerical and analytical skills to effectively analyse financial reports.	<ul style="list-style-type: none">▪ Application form▪ Interview	✓	



3.2 Proactive problem-solver, demonstrating high levels of initiative, organisation and flexibility.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
3.3 Ability to work meticulously and methodically, demonstrating attention to detail.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
3.4 Strong written and verbal communications skills that engage a wide range of audiences and which champion accessible communication	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
3.5 Strong IT skills (demonstrable proficiency in using MS Office, Word, Excel, PowerPoint and Quick Books Accounts) and the ability to use technology to achieve work plans and objectives.	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	

5. Personal Attributes			
The successful candidate will demonstrate:			
5.1 a passion for the mission of the charity – “to improve, preserve and promote good mental health and wellbeing among children, young people and families.”	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.2 A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.3 Displays the utmost integrity and an ability to hold and respect confidential and sensitive information	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.4 Ability to manage parallel tasks, prioritise work, cope with the unpredictable and manage time effectively to meet internal and external deadlines	<ul style="list-style-type: none"> ▪ Application form 	✓	
5.5 Dependable and resilient	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.6 Self-motivated, resourceful, and proactive in taking initiative	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.7 Concern for, and commitment to, delivering high quality work	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
5.8 the ability to both work independently and as part of a team	<ul style="list-style-type: none"> ▪ Application form ▪ Interview 	✓	
6. Commitment			
The successful candidate should be able to demonstrate commitment to:			



6.1 respect the Christian ethos of the charity.	<input type="checkbox"/> Application form	✓	
6.2 To attend: <ul style="list-style-type: none">• office Staff Team meetings on a regular basis.regular 1-1 sessions with your line manager.	<input type="checkbox"/> Application form <input type="checkbox"/> Interview	✓	
6.2 Follow Let's Talk Well's Safeguarding policy and escalate concerns to Safeguarding Leads.	<input type="checkbox"/> Application form <input type="checkbox"/> Interview	✓	

