Supporting people, connecting communities and changing lives across Sussex

CANDIDATE INFORMATION PACK

HEAD OF FINANCE



Bring your financial expertise to a leadership role with purpose.

Join our Senior Leadership Team and help shape the financial decisions that support our services and communities across Sussex.

https://www.impact-initiatives.org.uk

Welcome from our CEO

Thank you for your interest in joining Impact Initiatives as our Head of Finance.

Impact Initiatives has been supporting people across Sussex since 1978. Over that time, our organisation has grown and developed, but our belief in providing the right support at the right time has remained at the heart of everything we do.

We work with children and young people, adults, older people and people with disabilities, providing practical help, safe spaces, opportunities and connections that can make a lasting difference to their lives.

As an established charity delivering a diverse range of services across Sussex, effective financial management and planning are central to our continued success. We are looking for a Head of Finance who can bring expertise, insight and fresh thinking to our Senior Leadership Team, helping us make informed decisions, use our resources effectively and continue developing services that make a difference to people's lives.

Our Head of Finance will play a key role in supporting our continued success, contributing to strategic decisions and helping us plan confidently for the future. We are looking for someone who combines strong financial expertise with strategic thinking, sound judgement and a collaborative approach.

You will work closely with me, our Trustees and colleagues across the organisation as a valued member of our Senior Leadership Team. This is an opportunity to make a real contribution to an organisation where financial decisions are directly connected to the support we can provide to people and communities.

I hope this pack gives you a sense of who we are and what the role offers. Thank you again for your interest in Impact Initiatives.

Caroline Ridley | Chief Executive Officer

About Impact Initiatives

Who we are

Everyone needs a helping hand sometimes. It might be a young person struggling with their mental health, someone with a disability looking for employment, a young woman needing somewhere safe to live, or an older person feeling isolated and alone.

Since 1978, Impact Initiatives has been connecting people across Sussex with the support they need to build confidence, feel safe, develop independence and find a sense of belonging.

We believe the right support at the right time can change the course of someone's life. Our services are varied because people's lives and needs are varied.



What we do

Children and young people

We provide safe spaces, emotional wellbeing support, youth activities and practical help. Our work includes Safety Net, the Young People's Centre, the Wild Mind Project and Stopover, which provides supported accommodation for young women aged 16–25.



Adults and older people

Our services help adults maintain independence, access opportunities and have their voices heard. They include Advocacy, Workability and The Hop 50+, a welcoming community space offering activities, friendship and support.



Training and development

Through Safety Net Training and lived experience training, we help individuals, professionals and organisations develop knowledge and skills, including specialist autism training.

Why our work matters

We see the impact of loneliness, mental health difficulties, housing problems, disability-related barriers and inequality across Sussex. By bringing people together, breaking down barriers and offering practical, trusted support, we help build stronger, more inclusive communities.

Why join Impact Initiatives?

Working at Impact means being part of an organisation where the work you do contributes to something bigger. We are proud of our supportive, collaborative culture, where people are valued for their expertise, encouraged to share ideas and given the opportunity to make a real contribution. We recognise that attracting and retaining talented people matters, which is why we offer a competitive salary, a generous holiday allowance and a working environment that supports wellbeing and a healthy work-life balance.

As Head of Finance, you will join an organisation with a strong sense of purpose, working alongside committed colleagues and playing a key role in shaping our future

- Make a meaningful contribution to the long-term sustainability of a well-established Sussex charity.
- Strengthen financial planning, reporting and systems across the organisation.
- Lead and develop a finance team that supports the organisation's work.
- Help us respond to financial challenges and identify opportunities for future development.
- Influence organisational strategy and decision-making as part of the Senior Leadership Team.

The opportunity

The Head of Finance is a key member of the Senior Leadership Team, working closely with the CEO, Trustees and service managers. You will lead the charity's financial management and provide the information, analysis and professional advice needed to support effective decisions and long-term sustainability.

Key areas of responsibility

Strategic leadership
Financial sustainability, planning and advice to the CEO, Trustees and leadership team.
Financial management
Budgeting, forecasting, cash flow, management accounts, statutory accounts, audit and financial operations.
Governance and risk
Effective controls, financial policies, compliance, reserves and financial risk management.
Service development
Financial input into funding applications, contract tenders and service proposals.
People and systems
Leadership of the finance team, continuous improvement and development of finance systems.

Who we are looking for

We are looking for an experienced finance professional who brings technical expertise and understands how finance contributes to organisational success. You will be an approachable, collaborative leader who can think strategically while staying connected to practical needs.

- A recognised professional accountancy qualification, or substantial senior-level experience demonstrating equivalent knowledge and competence.
- Experience of complex budgets, multiple income streams, forecasting, cash flow and management reporting.
- Sound understanding of accounting principles, charity accounting requirements, financial controls and statutory reporting.
- Experience preparing accounts, managing external audits and ensuring regulatory compliance.
- Ability to interpret financial information, identify risks and give clear, practical advice.
- Experience leading and developing staff and improving financial systems.
- Excellent communication, organisational and IT skills, including advanced Excel.

Experience of charity or voluntary sector finance, grants and restricted funding would be an advantage, as would knowledge of Xero.

Working with our leadership team

Our Senior Leadership Team, led by the CEO, brings together leadership across children and young people's services, adult and older people's services, supported housing, training, finance, business development, and infrastructure and compliance.

We take a collective approach to leadership. As Head of Finance, you will help shape discussions, provide constructive challenge and support colleagues to understand the financial implications of decisions. You will also work closely with our Board of Trustees.

The role at a glance

Job title	Head of Finance
Location	Emmaus, Manor Road Portslade or hybrid working
Hours	30 hours per week, with potential to increase in line with organisational needs
Contract	Permanent
Salary	£54,218 full-time equivalent at 37 hours (£43,961 per annum for 30 hours per week)
Grade	Band 9, scale points 43–51
Annual leave	27 days plus bank holidays and an additional three days at Christmas, all pro rata
Reports to	Chief Executive Officer

Our commitment to inclusion

Impact Initiatives is committed to equality, diversity and inclusion. We value different experiences, perspectives and skills, and want our recruitment process to be accessible and welcoming.

We are a Disability Confident Employer and an Age-friendly Employer. We welcome applications from people with different backgrounds and career paths, including those with substantial financial leadership experience outside the charity sector.

If you need reasonable adjustments during recruitment, please let us know.

How to apply

If you are interested in becoming our Head of Finance, we would be delighted to hear from you.

Application process

Download the job description from Jobs - IMPACT INITIATIVES

Send your CV and supporting statement to HR@impact-initiatives.org.uk

We would particularly like to understand why you are interested in Impact Initiatives, how your experience meets the criteria detailed on the job description and what you would bring to the financial leadership of the charity.

Closing date: 9am 17th November 2026

Interview arrangements: Central Brighton, provisional date 20th November 2026

Informal enquiries

For an informal conversation about the role, please contact:

Caroline Ridley, Chief Executive Officer

caroline.ridley@impact-initiatives.org.uk

Find out more

Discover more about our work, the people we support and the difference our services make at https://www.impact-initiatives.org.uk

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