

# Financial Controller

June 2026

Hertfordshire Mind Network  
Watford Wellbeing Centre  
501 St Albans Road  
Watford  
Hertfordshire  
WD24 7RZ

02037 273600

[info@hertfordshiremind.org](mailto:info@hertfordshiremind.org)

[www.hertfordshiremind.org](http://www.hertfordshiremind.org)

## Financial Controller

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the Job Advertisement, Job Description and Person Specification. For more information about the role and our services, please see our website at <https://www.hertsmindnetwork.org/vacancies/financial-controller/>

**To apply, please submit your CV and a supporting statement as to why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and whether you own a vehicle.**

**Being able to drive and having access to your own vehicle is essential for this role.**

Please return applications to Yvonne Cahill at the above address or by email to [recruitment@hertsmindnetwork.org](mailto:recruitment@hertsmindnetwork.org)

**Closing date for applications will be 20<sup>th</sup> July 2026.**

**This advert may close early if a suitable applicant is found. Please submit your application as soon as possible.**

**Interviews to be held on a rolling basis at our Watford Wellbeing Centre.**

Yours sincerely

Yvonne Cahill  
**Senior Finance Manager**



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## Our Vision, Purpose and Values

### Our vision

“Every person in Hertfordshire will feel supported with their mental health.”

### Our purpose

1. We fight for the mental health of every person in Hertfordshire.
2. We provide mental health support, opportunity, advocacy and resources.
3. We will elevate and promote the voice of those with lived experience of mental ill health.

### Our values

#### Hope

We believe in choice, freedom, change and a better future for every person experiencing mental ill health.



#### Together

We share learning, build relationships and connect with others to promote better mental health across our community.



#### Courage

We are determined, bold and unstoppable.



#### Responsive

We take time to listen, to learn, to share and to act.



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## Job Description

<b>Job title:</b>	<b>Financial Controller</b>
<b>Reference Number:</b>	367
<b>Salary scale:</b>	£32,000-£34,000
<b>Contracted hours:</b>	Up to 37.5 hours
<b>Working base:</b>	Watford (some flexibility to work from home)
<b>Reports to:</b>	Senior Finance Manager
<b>Contract length:</b>	Permanent
<b>Checks needed:</b>	DBS, References x 2

### Background of Post

Hertfordshire Mind Network is a leading countywide provider of wellbeing services. This is a position offering someone with the appropriate values and experience, the opportunity to play a pivotal role in the Finance Team, coordinating the Finance Department, ensuring that financial & payroll information is processed in accordance with HMN procedures & timescales.

### Purpose of Post

As a Financial Controller you will work closely with the Senior Finance Manager to drive quality financial processes through the core of the organisation, leading on the management of the team

### Accountability

You will be line managed by the Senior Finance Manager at HMN but will manage your own workload, prioritise tasks and work on your own initiative.

### Key Responsibilities

- Production of monthly management accounts to Senior Management budget holders
- Line Management of the Finance Administrators & Finance Officer
- Support with quarterly reconciliations & reports for Board
- Assisting with setting yearly budgets & projections in liaison with Senior Leadership Team & Finance Manager
- Assist budget holders in appropriate activity analysis
- Coordinating payroll processes are robust and efficient with HR
- Investigation of queries from suppliers & staff providing advice & assistance as required
- Produce ad-hoc financial/management information as required by the CEO or Senior Leaders



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- To ensure financial systems guarantee clarity of requirement for grant and contract monitoring and compliance.
- Oversee all financial transactions, and sales and purchase invoices are accurately entered by the finance team into QuickBooks & ensure financial information is processed in accordance with procedure
- Awareness of UK accounting requirements and Charity SORP changes that may affect the organisation.
- The post holder will support SMT with budgets for service implementations and service development to facilitate continuous improvement and safe practice.

## General Responsibilities

- To ensure compliance with legal, ethical, regulatory and social requirements.
- To manage personal resources and own professional development.
- To ensure all duties are carried out in a manner which promotes equality and diversity.
- To promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required and where appropriate conduct risk assessments.
- Ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons.
- All information must be maintained within the Data Protection Act.
- To be an active and effective team member.
- At all times to carry out every aspect of your duties with due regard to HMN policies and procedures including the Equalities statement.
- To ensure HMN's values are embedded in the service.
- To maintain a professional level of communication at all times.
- Maintain full accountability to the project through supervision.
- Undertake other duties as may be reasonably determined by line management, the CEO or Board of Directors.

**Person Specification on next page.**



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Person Specification	Essential/ Desirable
<b>Qualifications</b>	
A relevant AAT (or equivalent) qualification	D
Evidence of continual professional development	E
<b>Knowledge</b>	
Significant proven financial experience in health /social care / charity sector	E
Demonstrable understanding of relevant legislation and policies such as the Charity SORP, GDPR, Charity Commission	E
Developing & interpreting budgets & forecasts	E
Knowledge of accounting systems (e.g. Quick Books / Xero / Sage)	E
<b>Experience</b>	
Experience of payroll	E
Proven experience of working to deadlines	E
Previous lived experience of mental ill health	D
<b>Skills and Abilities</b>	
Ability to deal with stressful and difficult situations in a calm manner	E
Strong ability to prioritise and manage workload, working autonomously	E
Confident and effective communicator	E
High level report writing skills with the ability to present information to a range of audiences	D
Highly motivated and able to learn quickly, willing to seek advice appropriately and actively participate in supervision and training as required	E
<b>Practical</b>	
Excellent IT skills including Word, Outlook, Excel and Teams	E
Ability to learn new digital systems quickly	E
Car driver with sole ownership of a vehicle and a clean driving license and willingness to travel to locations countywide	E
<b>Personal Circumstances</b>	
Show flexibility in working hours around busier periods	D

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