

# DIRECTOR OF FINANCE & HEAD OF FINANCE

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## Recruitment pack

### March 2026





## YOUR APPLICATION

Thank you very much for your interest in these 2 Senior Finance roles with Papworth Trust. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

You will no doubt undertake your own due diligence, however please do read this pack carefully as it will provide you with a good overview of the organisation and role. After you have done that, please feel free to get in touch with me for an informal chat to get a sense of how your skills and experience may align with these exciting roles.

To apply, we will need the following from you:

- A CV. Make sure this confirms your current/most recent roles (you can sum up earlier roles, for example, prior to the last 15 years), tell us about your achievements so we get a picture of your skills and experience, two to three pages would be ideal.
- A personal statement. We want to hear about your motivation, why this role/organisation, and you will also want to evidence how relevant your offer is to the role specification; again ideally in two to three pages; and
- The declaration form, which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: [www.campbelltickell.com/jobs](http://www.campbelltickell.com/jobs). You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

**The roles close at 9am on Monday 27<sup>th</sup> April 2026.**

Please ensure we receive your application in good time.

Do call me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards,

*Kelly Shaw*

**Kelly Shaw | Associate Consultant**  
[kelly.shaw@campbelltickell.com](mailto:kelly.shaw@campbelltickell.com)  
07900 363 803

*Gemma Prescott*

**Gemma Prescott | Director of Recruitment**  
[gemma@campbelltickell.com](mailto:gemma@campbelltickell.com)



# CONTENTS

<b>1</b>	<b>Welcome to Papworth Trust</b>	<b>4</b>
<b>2</b>	<b>About Papworth Trust</b>	<b>6</b>
<b>3</b>	<b>Our Executive team</b>	<b>10</b>
<b>4</b>	<b>Our Board of Trustees</b>	<b>12</b>
<b>5</b>	<b>Director of Finance – Role profile</b>	<b>16</b>
<b>6</b>	<b>Director of Finance – Person specification</b>	<b>20</b>
<b>7</b>	<b>Head of Finance – Role profile</b>	<b>22</b>
<b>8</b>	<b>Head of Finance – Person specification</b>	<b>25</b>
<b>9</b>	<b>Key terms &amp; conditions</b>	<b>27</b>
<b>10</b>	<b>Process &amp; key dates</b>	<b>28</b>
<b>11.</b>	<b>Advertisement – Director of Finance</b>	<b>29</b>
<b>12.</b>	<b>Advertisement – Head of Finance</b>	<b>30</b>



# 1. WELCOME TO PAPWORTH TRUST

Thank you for your interest in the roles of Director of Finance and Head of Finance with Papworth Trust. This is an exciting time to join us as we implement our operational strategies and enhance our systems and processes through our digital pathway.

We are looking for candidates who have the passion and drive to support us to achieve our goals of delivering and growing high quality services, sustainable homes and services. We are embracing digital optimization across the Trust and are introducing a new finance system in July 2026 which we are confident will support efficiency, accessibility and empowerment to all our colleagues.

The finance team has experienced significant change recently, and we are looking for individuals who have strong people skills as well as sound technical, operational and strategic knowledge and skills. For the Finance Director role you are likely to be operating at this level and looking for your next opportunity to genuinely make a difference, and for the Head of Finance role, you will be working at a similar level, both roles need strong leadership skills.

Being able and willing to work collaboratively with Board, Executive and Leadership team colleagues, and team members within the Finance Team is paramount. At the Trust we pride ourselves on our culture, which is a culture generated through positive teamwork, an understanding and ability to delve into the detail of our respective areas of specialism, an ability to operate strategically and a willingness to engage and support in wider Trust activities.

Although a medium sized organization, there are complexities which require robust oversight of all financial activities. Any interested candidate must be able to demonstrate their experience of how they have assured the CEO and the trustees of confidence in their data, having an eye to long term financial planning including treasury and risk management, sound financial leadership and an ability to be an effective business partner and promote a business partnering culture. Candidates must be able to analyse financial risks, support, contribute to and produce business cases and ensure that there are robust controls in place to safeguard the Trust, beneficiaries and colleagues.

Sincerely



Sarah Miller  
Chief Executive Officer

“

The Trust is in a good place, we employ great people who are committed to delivering high quality services for disabled people, and are proud to continue to punch above our weight.

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Sarah Miller, Chief Executive Officer



## 2. ABOUT TO PAPWORTH TRUST

Papworth Trust is a leading disability charity supporting thousands of people, their families, and carers every year.

Our work includes delivering a wide range of high-quality services for disabled people, alongside campaigning for the changes that disabled people want to see.



### Our Vision

A world where disabled people are seen for who they are



### Our Mission

For disabled people to have equality, choice and independence

### Our Desired Culture

Our culture shapes how we carry out our work, both internally and externally, and how we engage with our staff, customers, partners, suppliers, the media, and all stakeholders. It reflects our identity and employer brand, and influences how we are perceived.

A strong, positive culture helps us attract and retain talented people in a challenging employment market, while also promoting wellbeing and job satisfaction. This, in turn, enables us to deliver high-quality services.

Our culture statement reflects the values we are committed to embedding across the Trust:

- We promote openness and kindness, where mutual respect and honesty are the norm.
- We embrace diversity and inclusion.
- We encourage learning and development.
- We value collaboration in delivering excellent services for our customers.

### Our History

In 2017, Papworth Trust celebrated its 100th anniversary. Founded in 1917 as a tuberculosis settlement, we have always worked alongside disabled people.

For over 50 years, we have provided essential services to disabled people, including care and support, leisure and learning opportunities, employment support, training, and social housing.

## Cambridgeshire Tuberculosis Colony

Papworth Trust was founded by social pioneer Dr (later Sir) Pendrill Varrier-Jones, who established the Cambridgeshire Tuberculosis Colony.

The colony began in Bourn, Cambridgeshire, in 1917. Soon after, funding of £6,000 enabled the purchase of Papworth Hall, and the colony moved to Papworth Everard in 1918. With the surrounding land, the settlement expanded rapidly under Varrier-Jones' leadership.



Sir Pendrill Varrier-Jones

His aim was to rehabilitate people with tuberculosis by combining medical treatment — such as surgery and fresh air—with opportunities for appropriate work and housing.



### Providing Opportunities for Work

As the settlement grew, a new hospital was built, and in the 1930s factories were established to provide employment opportunities.

Papworth Industries became highly successful, producing travel goods, furniture, leatherwork, and printed materials under the Pendragon Industries brand.

In 1947, coachbuilding began, producing vehicles such as the Green Goddess fire engines, along with vehicles for organisations including BT, Royal Mail, Parcelforce, St John Ambulance, and NHS Ambulance Trusts.

### Expanding Services to Disabled People

The Papworth settlement continued to support tuberculosis patients until 1957, with some residents still living in the village today.

Following the development of effective treatments for tuberculosis, the organisation expanded its focus to support a wider range of disabled people, promoting independent living.

Many individuals came to Papworth Everard for training—some remaining in the village, while others returned to their communities to work.

The hospital transferred to the newly established NHS in 1954, and Papworth Trust was formally established in 1963.

## Royal Patronage



Royal patronage has played an important role in Papworth Trust's history, with frequent royal visits in the 1920s and 1930s.

This relationship continues today, and we are proud that HRH The Duchess of Gloucester remains Patron of Papworth Trust.

## Our Strategy and Strategic Objectives (2025–2030)

Papworth Trust's 2025–2030 Strategy sets out our long-term commitment to delivering high-quality services and increasing our impact for disabled people. It builds on our strong history while responding to the changing needs of the communities we support.

Our strategy focuses on delivering **great homes, opportunities, and services** that enable disabled people to live independently and achieve their aspirations.

Key strategic objectives are: [papworth-trust-strategy-2025-30.pdf](#)

- Customers shape our services
- Deliver High Quality Services
- Our buildings are fit for the future
- Growing integrated services
- Influencing and inspiring
- Getting the basics right

At the heart of our strategy is a commitment to **empowering disabled people to live independently, with choice and equality**, while ensuring our organisation remains resilient, inclusive, and forward-looking.

## Our People

Papworth Trust employs a dedicated workforce across the East of England, supported by a committed network of volunteers. We are proud to be an inclusive employer, with many staff bringing lived experience of disability, helping us better understand and support the communities we serve.

## Governance

Papworth Trust's Board of Trustees has collective responsibility for the organisation's financial health and strategic direction. They ensure the charity remains true to its purpose and continues to serve both current and future beneficiaries effectively.

We recognise that our staff and volunteers are essential for us to deliver effective services that can positively impact disabled people's lives. So 'Our People' is a big priority within the document.

We are passionate about our customers being at the centre of everything we do.

## Our Values



## 3. OUR EXECUTIVE TEAM

### **Sarah Miller, Chief Executive Officer**

Sarah joined Papworth Trust in 2018 and has worked in the social care sector for over 35 years. She began as a support worker in the 1980s and has worked for RNID, Sense and The Guinness Partnership in a range of operational roles. Prior to the Trust she was Deputy Chief Executive with Walsingham Support, a national disability charity. Sarah is a Trustee of the Epilepsy Society; and is a Parish Councillor with Boughton Parish Council. She has an NHS BA (hons) in Healthcare, Care Management, an MSc in Adults with Learning Difficulties and significant needs and an MBA and is a Chartered member of the Chartered Institute of Housing (CIH).



### **Sarah Harvey, Director of People and Culture**

Sarah joined the Executive Team of Papworth Trust in February 2021. Sarah has worked in a number of HR roles in health and social care, education, the third sector and financial services, driving the delivery of high quality, value added people services. She is a Chartered Fellow of the Chartered Institute of Personnel and Development (CIPD).

### **Chris Bull, Director of Housing and Property**

Chris has worked in the housing sector for over 20 years and joined Papworth Trust in 2024. He has worked at a variety of organisations, most recently heading up the delivery of housing services at Metropolitan Thames Valley housing (MTVH), one of the largest G15 providers, across London, the Midlands and the East of England. Chris has a huge passion for delivering an excellent customer experience, involving customers at all levels of service development and in providing quality homes. He has a MSc in Housing and is Chartered Member of the Chartered Institute of Housing (CIH).



### **Karryn Dixon, Director of Operations**

Karryn joined Papworth Trust in April 2025 and has worked in health and social care across voluntary, public and private sector for over 20 years. She has extensive experience of designing, developing, and delivering frontline services and excels in creating new ways of working in collaboration with diverse groups of stakeholders to deliver outcome-focused services. Karryn has successfully inspired and led system-wide changes, including the development of digital mental health services and the redesign of hospital discharge services. Karryn has a Foundation Degree in Social Pedagogy and Integrated Children's Services and a Postgraduate Certificate in Leading Transformation and Change.

**Seetal Swan, Interim Director of Finance and IT**

Seetal joined the Executive Team of Papworth Trust in December 2025. Seetal is a Qualified Accountant (ACCA) and a Professional Interim that has worked for a number of Not for Profit organisations and led transformation Projects within and around Cambridgeshire. She brings with her over 20 years of knowledge from a Finance and Audit background.



## 4. OUR BOARD OF TRUSTEES

### **Brian Stewart OBE, Chair**

Brian is now a portfolio non-executive director, consultant, and trustee, following an executive career in local and regional government to 2010. He was the Chief Executive of two Scottish unitary local authorities and the Chief Executive of the former East of England Regional Assembly. He was part of the NED team which secured Foundation Trust status for the West Suffolk Hospital in 2012 and also chaired the Board of the Theatre Royal in Bury St Edmunds. More recently he was a main Board member of Clarion Housing Group and Vice Chair of its stockholding subsidiary. He also was Vice Chair of Ormiston Families, a regional children and families charity operating across East Anglia. His current portfolio includes chairing the Anglian (Great Ouse) Regional Flood and Coastal Committee, chairing the Sizewell C Transport Forums, and Panel Member work for HS2 on discretionary compensation schemes.



### **Mike Anderson, Treasurer**



Mike is a Chartered Accountant and a Fellow of the Association of Corporate Treasurers. Mike is now retired after spending over 34 years in the financial services sector, 26 years of which were with the HSBC Group working in their Luxembourg, Amsterdam, New York and London offices. He held senior Finance and Treasury leadership positions with HSBC, including Deputy Chief Financial Officer for Global Private Banking, Group Head of Asset & Liability Management, and Chief Financial Officer for the Global Banking division. He also served as Secretary to the HSBC Group Risk Committee. Mike became a Trustee in 2020, and is also a non-executive director of Outward Housing.

### **Vanessa Stanislas**

Vanessa has worked in the third sector since 1998, following a long and varied career at the Department for Work and Pensions. She was the Director of External Services at Disability Alliance before becoming its CEO in 2006. She worked as the Director of HR and Operations of the music therapy charity Nordoff Robbins and as Director of Quality at Scope, where she was responsible for the quality and regulatory compliance of 100+ registered care homes. Vanessa is currently the Director of Safeguarding and Incident Management for the International Planned Parenthood Federation. She is passionate about equity, equality (particularly disability equality) and is a practising antiracist and diversity champion. Vanessa became a Trustee in 2017.





### Andrew Williams

Andrew spent over 40 years working in Social Housing, retiring in 2018. His early career began in housing management in Central London, graduating to Director of Housing with Southern Housing Group. In 2004 he moved to Peterborough to become Managing Director of Nene Housing Society. He orchestrated Nene joining the Accent Group and initiating a development programme delivering 1200 new homes over 7 years. Following full consolidation of Nene into Accent Group in 2010, Andrew took on national roles for Accent as Executive

Director of Customer Services for its 20,000 homes and for the last two years led on Strategic Projects including responsibility for development and ICT. Andrew became a Trustee in 2020.

### Jane Carmichael

A dual US/UK citizen, Jane started out as a financial journalist with Forbes Magazine in New York, then studied for an MBA and became a business strategy consultant based first in New York and subsequently in London. During her 17 years in consulting, Jane was a partner or director in three major international firms and advised the Boards of large companies across many industry sectors, ultimately focusing mainly on retailing. From 2002 to 2008 she retrained as a solicitor and spent the final phase of her career as an in-house legal adviser to HMRC, the Treasury and the Financial Conduct Authority. Jane retired from paid employment in 2018 and became a Trustee in 2020.



### Amy Carter

Amy is a Senior Associate in the Charities and Philanthropy Team at Withers LLP. As a charity solicitor, she advises on a range of legal issues affecting charities and those working with, and giving to, charities. She regularly speaks on topics relating to charity governance and regulation and is an active member of the Charity Law Association. Amy has previously been a trustee of the Nightline Association, a student mental health charity, and CHUMS Charity which funds mental health support for children and families in Luton, Bedfordshire and Cambridgeshire. Amy became a trustee in 2022.

### Grazina Berry

Grazina Berry is a charity leader, passionate about tackling social and health inequalities, and improving the quality of life for vulnerable people and communities. She's led grassroots charities, most recently as CEO of Overcoming MS, the world's leading multiple sclerosis healthy lifestyle charity, and prior to that, a rare disease focused organisation, the Aplastic Anaemia Trust, where she helped expand reach to include families with children and young people affected by a life-threatening rare condition, and built productive partnerships with clinical and research teams at Great Ormond Street Hospital and King's College, London. As Group



Director of Performance, Quality and Innovation at the Richmond Fellowship, part of Recovery Focus Group, Grazina led the development and implementation of the 'Working Together' Strategy to empower people with lived experience of mental ill health to help improve existing and create new services. Grazina cares deeply about inclusion, empowerment and collaborative action, and is delighted to have joined the Papworth Trust Board, where she is looking forward to making a meaningful contribution as Trustee.



### Jack Hardiman

Jack is a CFA charterholder and an Associate Investment Director at Cambridge Associates where he is responsible for constructing portfolios for a range of Pension, Endowment and Foundation and Private Family clients. Jack started his career at the Wellcome Trust, a charitable foundation focused on health research, working across various roles in Investments, Finance, Insight and Analysis and Public Affairs. He has been a Co-opted Governor at Edith Neville Primary School since 2020, where he acts as Chair of the Resources Committee, and was previously a founding committee member at Warwick Youth PHAB, a youth club to support and build a community for children with and without disabilities. He became a Trustee in 2023.

### Adam Towle

Adam is an experienced designer, built environment expert, and senior public sector leader. He trained as an architect, winning a prestigious RIBA President's Medal award. After working in private architectural practice for 5th Studio, he spent six years with the Mayor of London, leading the groundbreaking high streets initiative and contributing significantly to the city's planning and development. Since 2016, he's overseen ambitious and award-winning regeneration and council home-building programmes for Harrow and Ealing councils. Adam is an independent advisor to the Design Council and Design South East, a member of several local authority design review panels, and a mentor for the social enterprise Public Practice. He became a trustee with Papworth Trust in 2024.



### Minesh Patel

Minesh brings over a decade of experience in the charity sector and currently serves as a Director at Change Grow Live, which is one of the largest health and social charities in the UK. His career has been marked by a strong commitment to improving community health and well-being, including his tenure as a registered manager, where he successfully led one of the largest drug and alcohol services. Passionate about driving operational excellence and fostering innovative solutions, Minesh is dedicated to making a meaningful impact on the lives of people in our community. Beyond his professional life, Minesh is an avid cricket player and sports enthusiast with a love for food. He became a trustee with Papworth Trust in 2024.

### Naomi Adie

Naomi served 14.5 years in the Royal Air Force before being medically discharged. Over the past decade, she has dedicated her career to the military and Blue Light sector, focusing on programmes, grants and operations. She is passionate about promoting wellbeing, equality and using sport and adventurous activities as a means for recovery and rehabilitation. A keen sportswoman, she has represented her country in para ice hockey and the Invictus Games in wheelchair racing. She became a trustee with Papworth Trust in 2024.



### Andy Lamb



Andy is a qualified Accountant and a Fellow of the ACCA. Andy has over 20 years' experience within finance roles, across a variety of sectors including FMCG, Manufacturing and SAAS. He has lead finance teams within both large multinational businesses and SMEs. He is currently the Finance Director with PetBuddy Group, having previously worked at Grant Thornton, Weetabix and Jordans Cereal . He serves as Chairman to a local scout's group. Andy became a Trustee in

2025.

### Deana Burgoyne

Deana is an experienced finance professional, having been employed as Director of Finance at Hales Group since 2016. She has held roles such as Finance Director at Care Solutions Group and finance roles at BI Worldwide and Ridley Hall College. Deana is CIMA (cert), EMBA and Company Secretary qualified and is a trustee with St Annes Community Care, Leeds. Deana became a Trustee in 2025.





## 5.DIRECTOR OF FINANCE – ROLE PROFILE

**Job Title:** Director of Finance

**Department:** Executive Team

**Reporting to:** Chief Executive

**Office Base:** Huntingdon

**Responsible for:** Finance Team

**Job Role Type:** Hybrid working, working from Papworth Trust offices or other locations as needed for effective delivery of the role

### Job Purpose:

- As an effective member of the Executive Team, work collaboratively with the Chief Executive, Board, and colleagues to lead the efficient delivery of the Trust's Finance function to support the effective delivery of our services to customers and the organisation's internal support services. The role has responsibility for Treasury and Risk Management.
- As part of the Executive Team to deliver great quality services, meet our strategic objectives and the needs of our customers and tenants whilst ensuring the Trust is a compliant, sustainable, ambitious, dynamic, and a successful organisation, championing disability awareness in all aspects of the work.

### Main Duties:

#### 1. Executive Team

- a. Contribute to the formulation and development of the Trust's strategic direction, role model the Trust's values, behaviours and desired culture and champion our customers' voice to influence and shape the Trust's delivery of great services.
- b. As part of the Executive Team, to ensure that the Trust meets its statutory, regulatory, legal and professional requirements, remains financially viable and demonstrates value for money.
- c. As an effective member of the Executive Team adapt to the organisational needs and business priorities, anticipating and responding to sector changes and market intelligence, ensuring planning and forecasting assumptions are fit for purpose and inform our business plan.
- d. Provide support to the Board and Executive Team in creating the Trust's long-term Finance strategy ensuring planning and forecasting assumptions are fit for purpose and inform our business plan
- e. To support Executive and wider colleagues with financial modelling, scenario planning and developing business cases for growth and sustainability
- f. Reporting to the Board, Committees and Executive on the finance performance, providing assurance and oversight of any risks and opportunities for improvement or growth

- g. Proactively develop networks to support the effective co-ordination and delivery of respective departments, with organisations, agencies and partners
- h. Maintain and update professional knowledge and provide advice and assistance to colleagues as required.

## **2. Financial management**

- j. Provide stakeholders with the information they need to make well informed decisions on the financial management of the Trust
- k. Ensure an effective financial management and control framework is in place to make the best use of funds available
- l. Ensure the successful delivery of Papworth Trust's financial strategy and targets
- m. Act as the prime source of advice to the Board and Executive Team on all aspects of financial management, data analysis, stewardship and governance
- n. Work closely with the Executive Team and Leadership Team to provide high quality information, analysis and decision support, empowering budget holders to be fully engaged and understand / manage their budgets effectively
- o. Present accounts and wider financial information to Board in ways which supports understanding, is transparent and timely
- p. Ensure compliance with all necessary accounting and applicable regulatory standards, ensuring that all audit requirements are achieved
- q. Ensure financial probity and control in a complex and changing environment, whilst providing leadership and support transformation and change throughout the organisation
- r. Formulate and develop the Papworth Trust's financial strategies, ensuring integration with the Trust's service and operational planning, and assessing risks and opportunities, to deliver Papworth Trust Mission and Vision
- s. Steer the organisation towards achieving excellence in financial management by ensuring that systems and processes are based on accepted good/best practice and embedded throughout the organisation.
- t. Encourage continuous improvement and organisational development, particularly ensuring that those with governance and management responsibilities have the financial and planning capabilities necessary to deliver their roles effectively
- u. Develop financial forecasting and projections for both revenue and capital which incorporates detailed input from service areas
- v. Maintain and update a long-term financial model / tool which can be used to assess future cash and investment requirements and future liabilities.
- w. Ensure business plans are supported by a resource allocation and budget setting process which enables the financial and risk implications of policy decisions to be understood, analysed and the options properly evaluated

## **3. Leadership and Management**

- x. Lead and inspire change and a high-performance culture, which drives continuous improvement and efficiencies across not only Finance but across the whole organisation

- y. Work with Directors and managers to plan and deliver cost effective services to current and future customers, delivering a comprehensive and expanding
- z. range of services to meet customers' needs and aspirations in the context of market demand
- aa. Mentoring and work closely with the Head of Finance to deliver strategic objectives, driving efficiencies and a collaborative working approach in Finance Team
- bb. Has responsibility for the risk management framework and promotes a culture of positive risk management across the Trust
- cc. Translate strategies into workable plans for the Finance department, to ensure a focus on compliance, high performance and best practice
- dd. Leads all aspects of treasury management to ensure the Trust is able to meet all funding requirements, ensuring good relationship with funders, managing interest rate risk exposures and adherence to covenants.
- ee. Embed a customer first approach within the Finance Team, supporting staff to feel empowered to deal with issues at the first opportunity
- ff. Provide motivational leadership, management and support to line management and their teams, ensuring clarity of direction, effective communication and development of personal potential
- gg. Set, achieve and be accountable for departmental performance targets including benchmarking performance externally which is communicated to respective teams, departments and stakeholders where appropriate

#### **4. Budgetary, Financial and Regulatory**

- hh. Develop and maintain budgets, identifying and reporting short and long term financial challenges and opportunities with a financial or delivery impact
- ii. Work with the Executive Team to ensure an effective approach to procurement and contract management, with a robust monitoring framework to ensure compliance with agreed standards for probity and due process
- jj. To drive value for money across all areas of the Charity, promoting data driven decisions

#### **5. Safeguarding**

- kk. To safeguard the health, well-being and safety of the customers we work with some of whom may be classed as vulnerable people or adults at risk
- ll. In the event of a risk to a customer become apparent or if concerns arise about a vulnerable persons welfare, to immediately report these concerns in line with the appropriate policy and procedure

#### **6. Health and safety**

- mm. Ensure an effective approach to health and safety across the directorate with robust monitoring and reporting to embed a strong culture of compliance and assurance

- nn. To lead health and safety within your team, setting clear examples of good practice, ensuring they report accident and near misses
- oo. To work within the organisations health and safety policies and procedures In addition to these responsibilities, all employees are required to carry out such other duties as may be reasonably required.

## 6.DIRECTOR OF FINANCE – PERSON SPECIFICATION

Job Title: Director of Finance	Essential/ Desirable
<b>Values</b>	
A personal affinity with the values of The Papworth Trust, and a commitment to the strategic outcomes of the charity.	Essential
Acts with integrity, is accountable and actively promotes and supports Papworth Trust vision, values, and behaviours	Essential
A commitment to equality, diversity, and equality	Essential
A high level of confidence around disability particularly: <ul style="list-style-type: none"> <li>- An understanding of the social model of disability</li> <li>- Understanding of the impact that disability might have on the individual and the people around them</li> <li>- A passion for equality and social change</li> </ul>	Essential
<b>Skills</b>	
Ability to provide strategic financial guidance to key stakeholders to ensure that all business objectives are met	Essential
Ability to analyse and produce effective financial reports to enable the organisation to make robust decisions	Essential
Excellent leadership skills, able to lead, motivate and engage teams to deliver a high-quality customer-focused service and levels of performance	Essential
Effective communication skills, verbal and written, including the ability to communicate with a wide range of people with varying needs	Essential
Excellent persuasive and negotiation skills	Essential
Able to operate effectively where there may be levels of uncertainty and ambiguity	Essential
Resilient, flexible, and agile, thrives in a changing environment.	Essential
Able to develop and maintain strong working relationships and wider networks	Essential
Effective decision making which demonstrates sound judgement	Essential
Able to understand and own complex issues, identifying and implementing innovative solutions while balancing the need to manage risk	Essential
Acts with integrity, is accountable and actively promotes and supports Papworth Trust vision, values, and behaviours	Essential
Able to give sound advice to others and be accountable for that advice	Essential
Adopts a supportive approach to colleagues, able to empower and engage others	Essential
Ability to apply discretion and initiative in dealing with complex and sensitive issues	Essential

<b>Knowledge</b>	
Excellent commercial and business acumen	Essential
Treasury Management (arranging and monitoring bank funding)	Essential
Risk Management frameworks and engendering a culture of positive risk culture	Essential
Budget and forecast modelling best practice	Essential
Housing sector finance management and/or Charity best practice	Essential
Brixx Modelling	Desirable
Understanding of the role of a Board	Desirable
<b>Experience</b>	
Substantial experience, evidenced by a solid track record of success, of strategic leadership of Finance in a complex and dynamic environment	Essential
Track record of successfully leading and supporting organisations through significant transformation, leading new ways of working that achieve large scale cultural change	Essential
Proven experience of the development and implementation of finance related strategies, programmes and plans in support of strategic operational goals	Essential
Experience of effectively leading and driving teams to embed a culture of customer service and continuous improvement	Essential
Track record of embedding performance management into operational activity and of delivering improvements against performance targets	Essential
Planning and monitoring large budgets, delivering, and demonstrating value for money	Essential
Proven experience of working collaboratively and/or in partnership with a range of stakeholders to achieve great outcomes for customers	Essential
Writing and presenting complex reports to a variety of audiences	Essential
Driving and delivering growth and development of services	Essential
Working within the third sector	Desirable
Working within regulated environments	Desirable
A personal profile that promotes disability awareness, and raises the Trust's presence regionally and in one or more of the operation areas	Desirable
<b>Education training and qualifications</b>	
Evidence of continuing professional development. Maintaining up to date professional knowledge	Essential
Qualified Accountant	Essential

Please note a Disclosure and Barring Service (DBS) Enhanced Check is required for this role.



## 7. HEAD OF FINANCE – ROLE PROFILE

**Job Title:** Head of Finance

**Department:** Finance

**Reporting to:** Finance Director

**Office Base:** Huntingdon

**Responsible for:** Finance Team

**Job Role Type:** *Hybrid working, working from Papworth Trust offices or other locations as needed for effective delivery of the role*

### Job Purpose:

- This role leads a complex finance function, ensuring sound financial management and control for the Trust, delivering this through improving systems and approaches, and embedding policies and processes using a proactive business partnering model.
- Member of Leadership Team, working in collaboration with others to drive a culture of empowerment, innovation and engagement in Teams across the Trust. Contribute to the achievement of the organisational strategy through the development of forward thinking departmental and business plans and driving quality and performance to achieve our strategic objectives.

### Main Duties

#### 1. Statutory Accounts production and statutory reporting

- a. Manage the production of annual statutory financial reporting to key stakeholders, including the management of the annual external audit process
- b. Be the primary contact with external auditors and manage the production of information to meet audit requirements, including preparation of supporting schedules and draft report and accounts, under appropriate standards and to the required timetable
- c. Produce going concern assessments, covenant compliance certificates and responses to key audit findings, in liaison with the Director of Finance and IT, in order to report to the Board in a timely manner

#### 2. Financial management and reporting

- d. Produce timely, high quality monthly management reports for budget holders, managers, Trustees and other key stakeholders
- e. Contribute to and coordinate the production of the annual budget and 5 year Business Plan each year, as well as the longer-term financial plan
- f. Support the Director of Finance in producing reporting and analysis for the Board of Trustees and the Finance, Audit and Risk Committee and other Committees, participating in meetings as required.

- g. Production of financial information to support analysis to be incorporated into key performance indicator reporting to key stakeholders, including the Board
- h. Ensure that all Budgets, Business Plans and forecasts are accurately input and maintained in the charity's finance system and provide reports and analysis as necessary
- i. Manage the reporting to external stakeholders, including appropriate financial institutions, and support the Director of Finance and IT, as Company Secretary, as required

### **3. Financial Control and monitoring**

- j. Ensure timely and accurate recording of all financial transactions are undertaken, for all ledgers, including fixed assets and investments
- k. Develop highly efficient processes and optimise the use of the charity's finance system and its link with other systems as well as other applications, such as the organisation's purchasing system
- l. Manage the sales ledger function to ensure the timely collection of monies due to the Trust and completeness of sales invoicing
- m. Review and authorise payroll submissions for the Trust
- n. Develop highly efficient financial systems and processes, integrating with wider management information systems as appropriate, and to develop and maintain effective internal control processes
- o. Operate as system administrator for key systems, ensuring limits are appropriately set, and control processes are appropriately developed

### **4. Team Leadership and Resource Management**

- p. Enable the finance department to deliver a consistent, accessible, knowledgeable and professional service, seeking regular feedback from staff, volunteers and customers.
- q. Line management of the Finance team members, encouraging personal development & development in line with business needs, following the Trust's policies and procedures.
- r. Ensure meaningful 121s are completed as per our policy, recorded and shared with each team member, addressing any performance concerns at an early stage, and week to proactively support growth of talent in the Team.
- s. Drive positive engagement with the new finance system (XLedger), championing
- t. Report on and manage cash flows, and cash flow forecasting, for the organisation in an efficient and effective manner, determining cash requirements and putting in place appropriate plans to manage working capital
- u. Manage the relationship with the primary lenders to the Trust, monitoring the loan redemption profiles, security requirements, periodic revaluations and tracking and reporting to ensure continued covenant compliance
- v. Ensure processes are in place to manage financial transactions, including procurement-to-pay processes, issuance and management of payment cards, petty cash etc.

- w. Support the development and maintenance of the Trust's long-term financing plans, assessing key risks and sensitivities

## **5. Governance and compliance**

- x. To be the primary liaison with external agencies, such as banks, insurers, auditors, system providers and other third-party advisors, including tax authorities such as HMRC
- y. Manage the Internal Audit process, as well as liaison with the Governance and Compliance Team, to ensure audit matters are captured, findings are responded to and remedial actions identified
- z. Oversee preparation of all VAT returns and submissions and maintain an up-to-date knowledge of VAT issues which affect the Trust. Ensure partial exemption calculation, monitoring and application processes are maintained and assess the VAT position of any proposed new activity
- aa. Fundraising / bid support. Provide financial input for proposals to be submitted to potential donors, advising and guiding Fundraising and Business Development teams to ensure effective costing and pricing

## **6. Relationships and management**

- bb. Assist in developing the financial management skills and confidence of budget holders, in particular the quality of forecasting and financial interpretation.
- cc. To provide leadership of the Management Accounting, Purchase and Sales Ledger and treasury management functions, developing teams to deliver excellent performance

## **7. Safeguarding**

- dd. To safeguard the health, well-being, and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk
- ee. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure
- ff. Ensure an effective approach to health and safety across the directorate, with robust monitoring and reporting to embed a strong culture of compliance and assurance
- gg. To lead health and safety within your team setting clear examples of good practice, ensuring they report accidents, incidents and near misses.
- hh. Work within the organisations health and safety policies and procedures

## 8. HEAD OF FINANCE – PERSON SPECIFICATION

<b>Job Title: Head of Finance</b>	<b>Essential/ Desirable</b>
<b>Values</b>	
A personal affinity with the values of Papworth Trust, and a commitment to the strategic outcomes of the charity	Essential
Acts with integrity, is accountable and actively promotes and supports Papworth Trust vision, values, & behaviours	Essential
A commitment to embedding equality, diversity, and inclusion practices	Essential
A high level of confidence around disability particularly: <ul style="list-style-type: none"> <li>- An understanding of the social model of disability</li> <li>- Understanding of the impact disability might have on the individual and the people around them</li> <li>- A passion for equality and social change</li> <li>- Disability Confident Leader Status</li> </ul>	Desirable
<b>Skills</b>	
Strong financial modelling skills	Essential
Ability to lead, and motivate staff to deliver a high quality service internally and externally	Essential
Strategic thinker with the ability to take broad perspectives internally and externally when solving complex issues, and to be able to communicate findings effectively to a variety of stakeholders via different mediums	Essential
Able to communicate complex information in a range of ways, to a wide variety of stakeholders	Essential
Strong organisational skills an ability to manage conflicting demands, and effectively prioritise and delegate	Essential
Analytical and problem solving skills	Essential
A high degree of emotional intelligence – able to coach others to empower and enable people to meet their goals and aspirations	Essential
Good IT skills, able to use a range of PC packages – including Outlook, Word, Excel	Essential
Able to keep calm in pressurised situations and make informed decisions	Essential
Effective planning and organisational capability to manage people, budgets and resources	Essential
Self-starter, able to work on own initiative and manage complex workloads, whilst managing expectations of others	Essential
<b>Knowledge</b>	
Up-to-date knowledge of current accounting standards and practices, including requirements under FRS102	Essential
Understanding of risk management, and how to effectively build this into decision making frameworks	Essential

Knowledge of charity accounting and reporting	Essential
A good understanding of VAT and it's application in a charity environment	Essential
Knowledge of registered providers of social housing finance	Desirable
<b>Experience</b>	
Leadership of a finance function	Essential
Development and implementation of financial management control frameworks, supported by appropriate policies	Essential
Experience of managing the production of management and statutory accounts, and key financial information to different stakeholders,	Desirable
Interfacing with internal and external auditors and managing the processes required to ensure on-going compliance and good practice	Essential
Significant experience in leading the delivery of effective financial forecasting and budgeting processes, including the consideration of risk and sensitivity analysis	Essential
Embedding performance management into operational activity and delivering improvements against performance targets	Essential
Use of XLedger Finance System	Desirable
<b>Education training and qualifications</b>	
Relevant professional finance qualification – ACA, ACCA, ACMA or equivalent, supported by continued professional development	Essential
Evidence of continuing professional development	Essential
<b>Other requirements of the role</b>	
Able to travel to meetings, training and locations as required to effectively deliver the role	Essential

Please note a Disclosure and Barring Service (DBS) Enhanced Check is required for this role.

## 9. KEY TERMS & CONDITIONS

**Salary:** Director of Finance –£100k

Head of Finance –£75k

**Location:** Huntingdon, with a range of flexible and hybrid working arrangements available. Regular travel to our services, locations, and areas where we have housing stock will be required.

### Papworth Trust Benefits



2025  
Employer of the Year



2025  
Highly Commended  
Best use of resources award



At Papworth Trust we value our people and provide various benefits as one of the ways to recognise the contribution and work that you do

#### Rewarding excellence, hard work and loyalty...

- A supportive and comprehensive induction to help you thrive in your role
- Ongoing **learning and development** appropriate to your role and a personal development opportunities fund
- Free further education leading to professional qualifications may also be available to you.
- Online training to suit your hours and needs, with workshops and on the job training to give you that personal interaction and support that you need.
- Opportunities to progress through to senior roles.

- **Refer a Friend** – Employees who successfully refer a friend to work at the Trust can earn up to £300.

- We offer **two pension schemes**, with up to a 10% company contribution.

- **33 days annual leave** (including bank holidays, pro-rata for part-time employees)

- **A Health cashback scheme**, worth up to £750.00 a year and a comprehensive discount shopping platform.

- The opportunity to **purchase up to 5 additional annual leave days** a year

- **For unpaid carers**, up to 5 days paid carers leave a year

- **Heat scheme** – access to free guidance and support to reduce your energy bills at home

#### Your health, wealth and wellbeing

- **A comprehensive** employee assistance programme, including access to confidential advice, counselling sessions, 121 personal finance sessions, life coaching and access to the Thrive mental health wellbeing app.

- **Occupational Health services** when you need it, and offers of regular health checks for our night workers

- A range of flexible working patterns, dependent on your role

- Access to an independent reporting line and website for any concerns you may have

- **Cycle to Work Scheme** – Save money on a new bike or safety equipment and spread the cost. Keep fit at the same time!

- **Organisational Sick Pay**  
Up to 6 weeks full and 6 weeks half pay in a 24-month rolling period, after a qualifying period

- Opportunities to recognise and be recognised and rewarded with our **Values in Practice** reward and recognition monthly and annual awards.

- The chance to have your voice heard as part of our **colleague experience groups**



## 10.PROCESS & KEY DATES

### Closing date: Monday 27<sup>th</sup> April 2026 at 9am

We will be in touch to let you know the outcome of your application by the end of the following week.

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#### **First interviews:**

**Director of Finance** –Wednesday 6<sup>th</sup> and Thursday 7<sup>th</sup> May 2026

**Head of Finance** – Thursday 7<sup>th</sup> & Monday 11<sup>th</sup> May 2026

Longlisted candidates will be interviewed by a Campbell Tickell panel.

First interviews will be held via Teams.

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#### **Final interviews:**

**Director of Finance** – Wednesday 27<sup>th</sup> May 2026

**Head of Finance** – Thursday 28<sup>th</sup> May 2026

Shortlisted candidates will be invited to a stakeholder session alongside a final interview.

The stakeholder session will include members of our Executive and Leadership Team, and for the Director of Finance role, a customer panel.

Final interviews will be held at the Head office in Huntingdon.

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# Director of Finance

£100k pa

Huntingdon / Hybrid



We are driven by a clear purpose: to support disabled people to live independent and fulfilling lives. As a leading disability charity and housing provider, we deliver homes and services that make a positive difference, and we are now entering an exciting phase of transformation—strengthening our operations, investing in our future and embracing digital innovation.

We are seeking a Director of Finance to join our Executive Team at this pivotal moment. Reporting to the Chief Executive, you will play a central role in shaping the strategic direction of the Trust, ensuring strong financial stewardship while enabling sustainable growth and high-quality service delivery. Values driven, you will lead the finance function with confidence and credibility, providing insight, assurance and challenge at Board and Executive level, and support colleagues across the organisation to make informed, data-driven decisions.

This is a broad and influential role requiring both strategic oversight and a willingness to engage with complexity and detail. You will oversee financial planning, treasury and risk, ensure robust governance and controls, and help embed a strong business partnering culture. You will also play a key role in driving improvement and supporting the implementation of new systems and ways of working.

We are looking for a qualified finance leader with a strong track record in a complex environment, who brings both technical expertise and a collaborative approach. You may already be operating at Director level or be ready to step up from a senior role, but in all cases you will demonstrate sound judgement, credibility with senior stakeholders, and the ability to lead teams through change.

Above all, you will share our commitment to equality and social impact. At Papworth Trust, we are proud of our inclusive culture and welcome applications from people of all backgrounds, particularly those with lived experience of disability.

We are a Disability Confident Leader, and welcome applications from disabled candidates. If you would like support to apply, please contact the People Services Team on 01480 357200 or email [hr.administration@papworthtrust.org.uk](mailto:hr.administration@papworthtrust.org.uk) and we will be happy to help.

Download a job pack at  
[www.campbelltickell.com/jobs](http://www.campbelltickell.com/jobs)

Contact Kelly Shaw at Campbell  
Tickell to arrange a conversation:

[kelly.shaw@campbelltickell.com](mailto:kelly.shaw@campbelltickell.com) |  
07900 363 803

**Closes: Monday 27<sup>th</sup>**

**April | 9am**



# Head of Finance

£75k pa

Huntingdon / Hybrid



At Papworth Trust, we are driven by a clear purpose: to support disabled people to live independent and fulfilling lives. As we continue to strengthen our services, systems and financial resilience, we are investing in our finance function and embracing digital transformation, including the implementation of a new finance system.

We are now seeking a Head of Finance to play a key role in this journey. Reporting to the Director of Finance and working as part of the wider Leadership Team, you will lead the finance team and ensure the delivery of high-quality financial management, reporting and control across the Trust. This is a critical role, combining technical excellence with values driven leadership and a strong business partnering approach.

You will take ownership of statutory accounts and audit, lead the production of high-quality management information, and drive effective budgeting, forecasting and long-term financial planning. You will ensure robust financial controls are in place, oversee cashflow and treasury activity, and play a central role in strengthening systems, processes and performance. Alongside this, you will lead and develop the Finance team, embedding a culture of continuous improvement, accountability and customer focus.

Working closely with the Director of Finance, you will support Board and Committee reporting, contribute to strategic planning and help ensure the organisation remains financially strong, compliant and well positioned for the future. This role offers real breadth, visibility and the opportunity to influence at a senior level.

We are looking for a qualified finance professional with strong technical expertise and a track record of leading finance operations in a complex environment. You will bring experience of financial reporting, audit, budgeting and control, alongside the ability to communicate information clearly and build strong relationships across the organisation. You will be a collaborative and engaging leader, comfortable working at pace, and motivated by delivering both operational excellence and continuous improvement.

Above all, you will share our commitment to equality and social impact. At Papworth Trust, we are proud of our inclusive culture and welcome applications from people of all backgrounds, particularly those with lived experience of disability.

We are a Disability Confident Leader, and welcome applications from disabled candidates. If you would like support to apply, please contact the People Services Team on 01480 357200 or email [hr.administration@papworthtrust.org.uk](mailto:hr.administration@papworthtrust.org.uk) and we will be happy to help.

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Contact Kelly Shaw at Campbell Tickell to arrange a conversation:

[kelly.shaw@campbelltickell.com](mailto:kelly.shaw@campbelltickell.com) |

07900 363 803

**Closes: Monday 27<sup>th</sup> April | 9am**



# CAMPBELL TICKELL

Telephone 020 8830 6777  
Recruitment 020 3434 0990

[info@campbelltickell.com](mailto:info@campbelltickell.com)  
[www.campbelltickell.com](http://www.campbelltickell.com)  
[@CampbellTickell](https://www.instagram.com/CampbellTickell)