



Southampton
Hospitals Charity

Head of Finance

Recruitment pack



Welcome

Thank you for your interest in our Head of Finance role. I am delighted that you have taken the time to read our job pack and are considering joining our team.

We are a small charity with big ambition, and this is a wonderful moment to join us as we commence our largest fundraising campaigns in our history and invest in our ambitions for the future.



As a charity, we support patients, families, and staff across University Hospital Southampton NHS Foundation Trust and in the wider local community. We fund new equipment, services, and support for patients and families, above and beyond what NHS funding can provide – turning the amazing generosity of our supporters into real improvements in the care and treatment of patients.

As Head of Finance, your role will ensure that the Charity benefits from robust financial management, effective controls, and real insight into our performance. You will ensure that our ambitions for growth in both income and impact are underpinned by sound financial planning. You will work closely with fundraising, grants, and operations, to ensure that finance is integrated throughout the Charity and supports our work.

You will join a growing team, excited and enthusiastic about our future, and have a real opportunity to help us on our journey. Please take the time to review the attached Job Description and Person Specification, which provide further details about the role and the skills and experience we are seeking.

Thank you again for your interest in Southampton Hospitals Charity and we look forward to hearing from you.

Ellis Banfield
Chief Executive

About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our vision

Our vision is for Southampton to be a city of good health, enabled by outstanding medical care and innovative world-leading research.

Our mission

Our mission is to deliver grant programmes that are instrumental in driving outstanding clinical care and outcomes for patients accessing hospital and community services.

Our intention

To Think Big

We will make a significant difference to patients and their families.

To Think Local

We will become Southampton's health charity of choice.

To Think SHC

We will be a best-in-class NHS charity, delivering for supporters.

Our work so far

Modernising patient and family environments

Some of our most impactful work involves refurbishing and creating dedicated patient and family spaces across the hospital. These projects help create modern, comfortable, and welcoming wards, clinical spaces, waiting areas, and relatives' rooms.



Supporting patients in and out of hospital

We are committed to supporting holistic patient care, including patient wellbeing and prevention and early intervention initiatives that promote long-term health and independence.



Research and innovation

From research into new treatments for children with cancer, to exploring the connection between diabetes and liver disease, and investigating how artificial intelligence can support better diagnosis and treatment of patients, we are committed to supporting groundbreaking research and innovation, helping to develop new ways of working and better treatments for patients.



Job and role description

Job title: Head of Finance

Reports to: Chief Executive

Role purpose

The Head of Finance is a key member of the Charity's senior management team, working closely with the chief executive, directors, and trustees. The head of finance will lead the day-to-day financial operations of the Charity, including budgeting, reporting, audit, payroll, and pensions. Managing the finance manager and management accountant, the Head of Finance will ensure the effective running of the finance department and smooth day-to-day processes. Reporting directly to the Chief Executive, you will be a key advisor on strategic financial decisions, balancing meticulous operational control with strategic planning.

As the Head of Finance, you will:

- Proactively contribute to the development and delivery of the Charity's strategy through developing long-term financial planning to underpin our objectives.
- Act as senior finance business partner to the senior leadership team, supporting strategic and operational decision-making.
- Lead on the annual audit and production of statutory accounts, ensuring effective management of the audit process.
- Support the rest of the Charity team to become financially informed and comfortable understanding financial performance, control, and accountability.



Main responsibilities

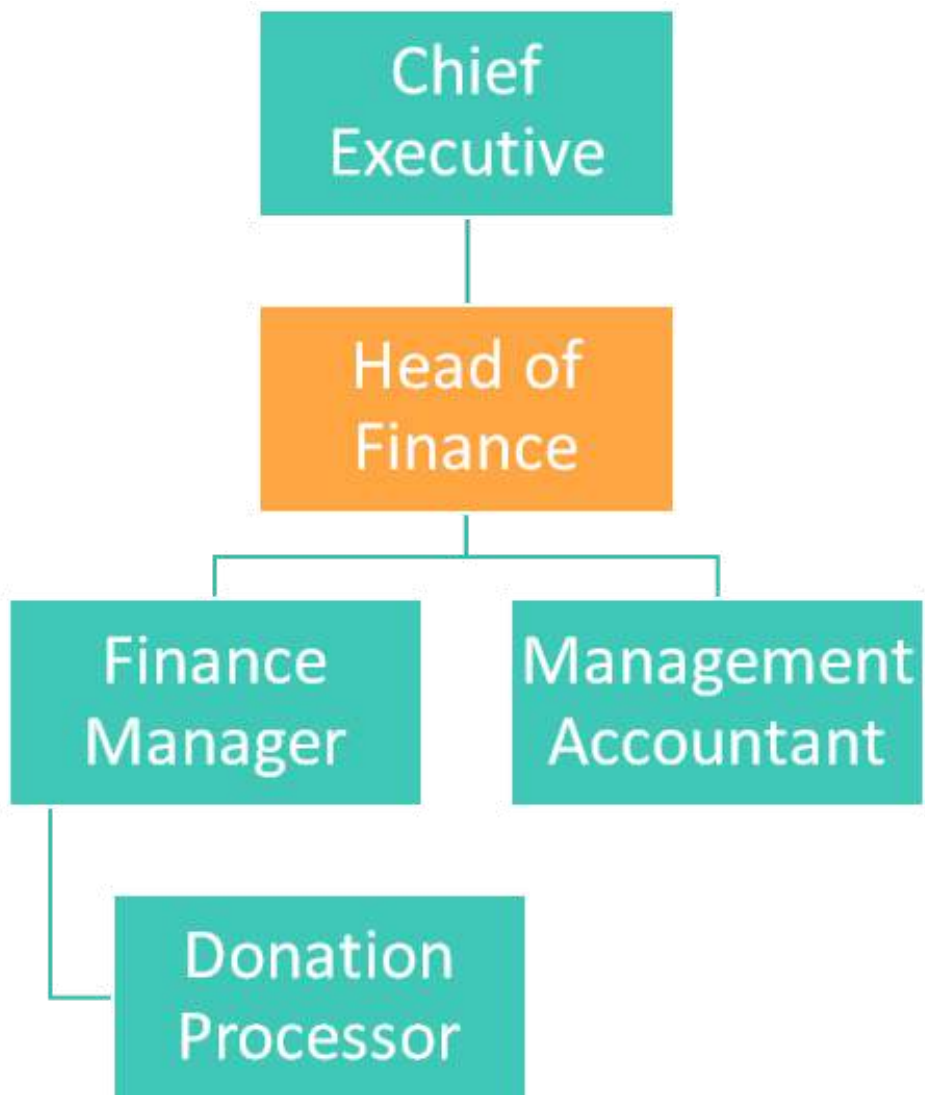
Financial controls, reporting, and operational finance

- Lead the finance function of the Charity, ensuring accurate, timely, and compliant financial management and reporting.
- Ensure that appropriately robust internal financial and operational controls are in place.
- Ensure that our unrestricted and restricted funds and accounting records are maintained in accordance with legal and regulatory requirements and best practice.
- Ensure timely and accurate monthly management accounts and other reports are produced by the finance team and distributed to members of the senior management team, encouraging ownership of departmental budgets.
- Manage and oversee accounts receivable and payable, ensuring strong cash management.
- Ensure all banking facilities, financial systems, and internal processes function to a high standard and enable the Charity to carry out its transactional and operational financial functions.
- Lead financial risk identification and mitigation, working closely with the chief executive and leadership team, and reporting to the board of trustees.

Financial administration and governance

- Manage the production of statutory accounts in line with the Charity SORP and lead the annual external audit process.
- Oversee our tax affairs, including PAYE, national insurance, corporation tax, VAT, and gift aid.
- Responsible for our payroll and pensions functions.
- Maintain and continuously improve financial policies, procedures, and controls, working closely with the fundraising and operations teams to ensure organisational efficiency.
- Identify and escalate financial risks to the chief executive and board
- Line manage and support the management accountant and finance manager, ensuring professional development and high-quality output.

Department structure



Person specification

Knowledge and experience

We are looking for candidates with demonstrable strategic financial leadership spanning organisational planning, budgeting, risk, and reporting. You will have:

- You must be a fully qualified accountant (ACCA, ACA, OR CIMA)
- Excellent knowledge of charity financial management, SORP, and audit is essential.
- Experience of effective budget setting and implementing controls and processes to manage and monitoring budgets
- Firm understanding of risk management
- Experience of improving policies and processes in comparable organisations
- Success in delivering increased cost effectiveness
- Evidence of building financial impact and performance metrics and reporting
- Understanding of the requirements of legislation, Charity Commission and professional body guidance on a being a well-run and financially accountable Charity
- Considerable experience of management and development of staff

Skills, abilities, and behaviours

- A strategic thinker with the ability to see the bigger picture and make decisions in line with the charity's needs as part of a team
- Strong change management skills with experience of managing teams through change
- Excellent written and verbal communication skills, including the ability to interpret and communicate financial information to a non-specialist audience
- Strong organisational development skills, able to identify and act on opportunities to drive performance in business
- Experience of the charity or not-for-profit environment (this could be gained as a trustee) preferably with some understanding of charity funding and investment management
- Collaborative working style with excellent written and verbal communication skills
- Resilient with a flexible, creative and solutions-focused approach to problem-solving

Terms of appointment and how to apply

Reports to: Chief Executive

Salary: £60,000-£65,000

Hours: Part-time (22.5 to 30 hours per week)

Contract: Permanent

Pattern of work

We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours, with a minimum of 2 days onsite.

Place of work

Ocean Village Innovation Centre, 4 Ocean Way, Southampton SO14 3JZ, with occasional working from Southampton General Hospital., Tremona Rd, Southampton SO16 6YD.

Benefits of working here

- Between 5% and 10% matched pension contribution.
- 27 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply

For an informal discussion about the role please contact Alex West, Business Manager via alex.west@southamptonhospitalscharity.org.

To apply, please send the following to recruitment@southamptonhospitalscharity.org:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Sunday 24 May 2026

Shortlisting: 25-29 May 2026

Interviews: Thursday 11 June 2026



Southampton Hospitals Charity is a charitable company limited by guarantee, registered in England and Wales (Company No: 15421829, Charity No: 1206909).

Registered Address: Southampton Hospitals Charity,
Ocean Village Innovation Centre, 4 Ocean Way,
Southampton SO14 3JZ