

# West Sussex mind



**Head of Finance &  
Resources**

**Candidate Information Pack  
Feb 2025**



**Eastside People**



# **Don't face things alone**



**Find friendly, non-judgemental  
support with West Sussex Mind.**

**Reach out to us.**

**We are here for you.**

## Welcome from our CEO

Thank you for your interest in becoming our new Head of Finance and Resources.

West Sussex Mind has been supporting the mental health of local people for over 50 years. We are rooted in our local communities, are a leading provider of mental health services in West Sussex, work with our partners to act and influence at a Sussex level and have a national voice through our membership of the Mind Federation.

With the upcoming retirement of a longstanding colleague, this is a rare opportunity to join us in a crucial role at an important moment. In 2025 we launched our new ambitious 5-year strategy, “Building Resilient Communities Together”. Integral to our future success will be the way we develop our organisation, harness our financial resources and processes, build resilience and optimise the impact of IT and our premises.

You will lead on ensuring that we have the right resources, understand, and make best use of them – they will be crucial to achieving our ambition.

You will join us at a time of great challenge; we continue to see rising need and complexity in mental health at a point when there is significant change and financial challenge for the voluntary sector and wider health system. Against this backdrop it's also time of opportunity for West Sussex Mind, building on the strong foundations of recent success in securing longer term contracts, with the chance to consolidate and grow to ensure that no one has to face a mental health problem alone.

To achieve, you will have the support of a forward thinking and inclusive organisation, a supportive and collaborative leadership team, and a dedicated and talented Board of Trustees.

You should find everything you need to know in this pack, including information about our work, our values and ways of working. For further details please visit

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

Thank you once again for your interest in West Sussex Mind. I hope you are excited by this opportunity to join us.

With all best wishes,



*Kerrin,*

CEO, West Sussex Mind





# About us

## Who we are

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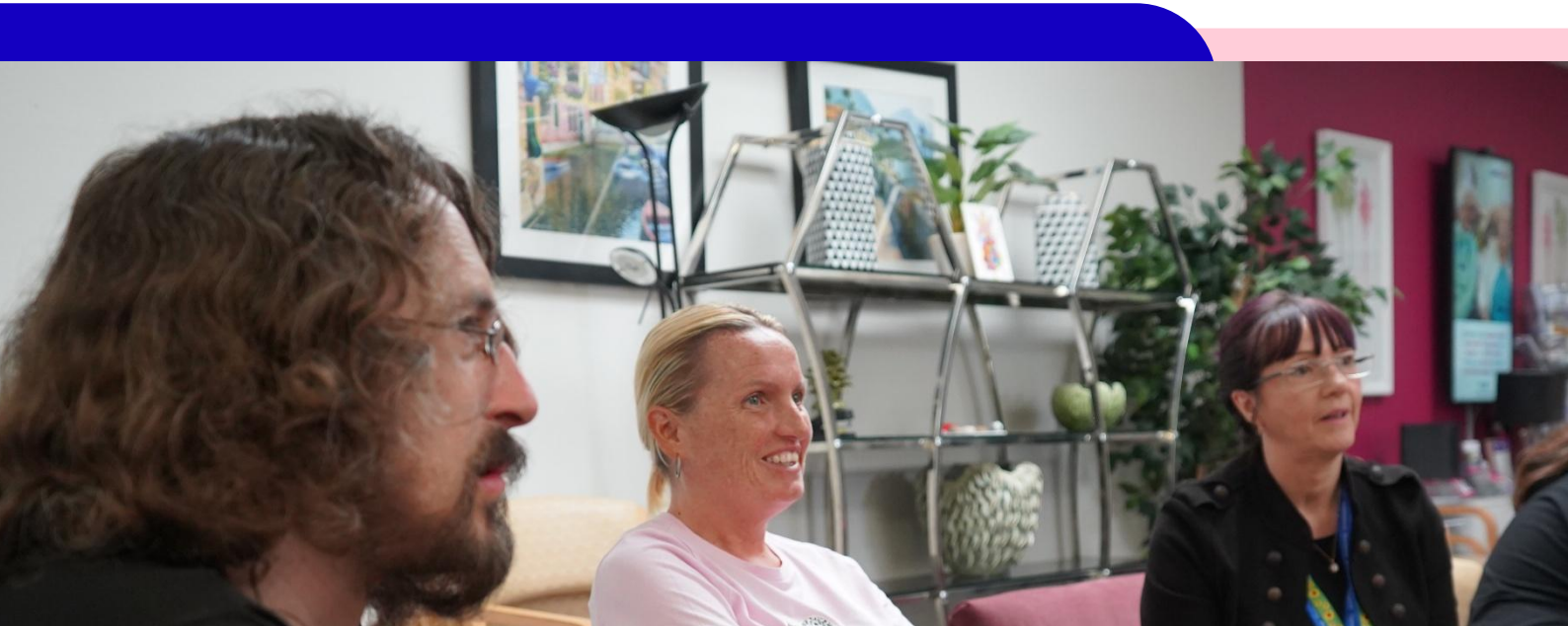
[West Sussex Mind](#) is an independent local charity. We support people with their mental health, provide specialist training, campaign to improve services, and promote understanding.

With a staff team of some 150, we provide high-quality mental health support services in towns and rural communities across West Sussex with hub locations in Worthing (head office), Littlehampton and Southwick.

Where there are gaps in provision and people need help, we campaign for new services to be provided, and we do everything we can to meet these needs. We tackle stigma and raise awareness around mental health and well-being. We engage with local communities across West Sussex to do this.

We are an acknowledged part of the wider mental health partnership across West Sussex, working closely with the NHS in particular. Regularly commissioned and re-commissioned by funders, we have consistently grown over the last 5 years from £2.3m in 2021 to £3.6m in 2025.

This last year has seen a significant change in NHS commissioning with contracting consolidated with fewer suppliers. We were successful in winning the role of lead sub-contractor and, our largest ever, multiyear, contract. As a result, we have recently employed some 20 new staff under TUPE and are currently mobilising the contract, building our operational plans and financial budgets.



## What we do

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Our work is driven by the needs and experiences of people with mental health problems.

The advice and support we offer aims to improve people's physical and mental well-being, strengthen self-esteem and confidence and promote strong relationships with family, friends and communities. We also help people get into education, training or work and achieve their personal and social goals.

Increasing understanding about mental health is a priority for us so we run a comprehensive training programme for parents, carers and professionals. Our experts provide specialist training to professionals such as to those in education, GP practices and leisure centres as well as bespoke training to staff and managers in other organisations and companies.

We also work in communities to raise awareness and to tackle the stigma which continues to affect the lives of people with mental health problems.

The range of services we offer includes:

- Families in Mind (families with children 0-5 years)
- Parenting Support Service (families with children 5-18 years)
- Young People's Mental Health Support Service (Be oK) 16-18 years
- Adult Mental Health Support 18+ years (Pathfinder Services)
- Communities in Mind (for older people 65+)
- Specialist children and young people mental health workers in GP practices
- Help Point Service – our mental health help and advice phone service
- Crisis prevention: Staying Well Worthing (only location, evenings & weekends)





## Evidencing our impact

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Through our work, our aims are:

- For more people in West Sussex to have a better understanding of how they can look after their mental health and well-being to prevent mental health problems from developing
- To support more people with mental health problems, including more from diverse communities and rural areas
- That more people we support will move into volunteering and employment
- For people to feel less stigmatised and isolated and to feel able to ask for help when they need it

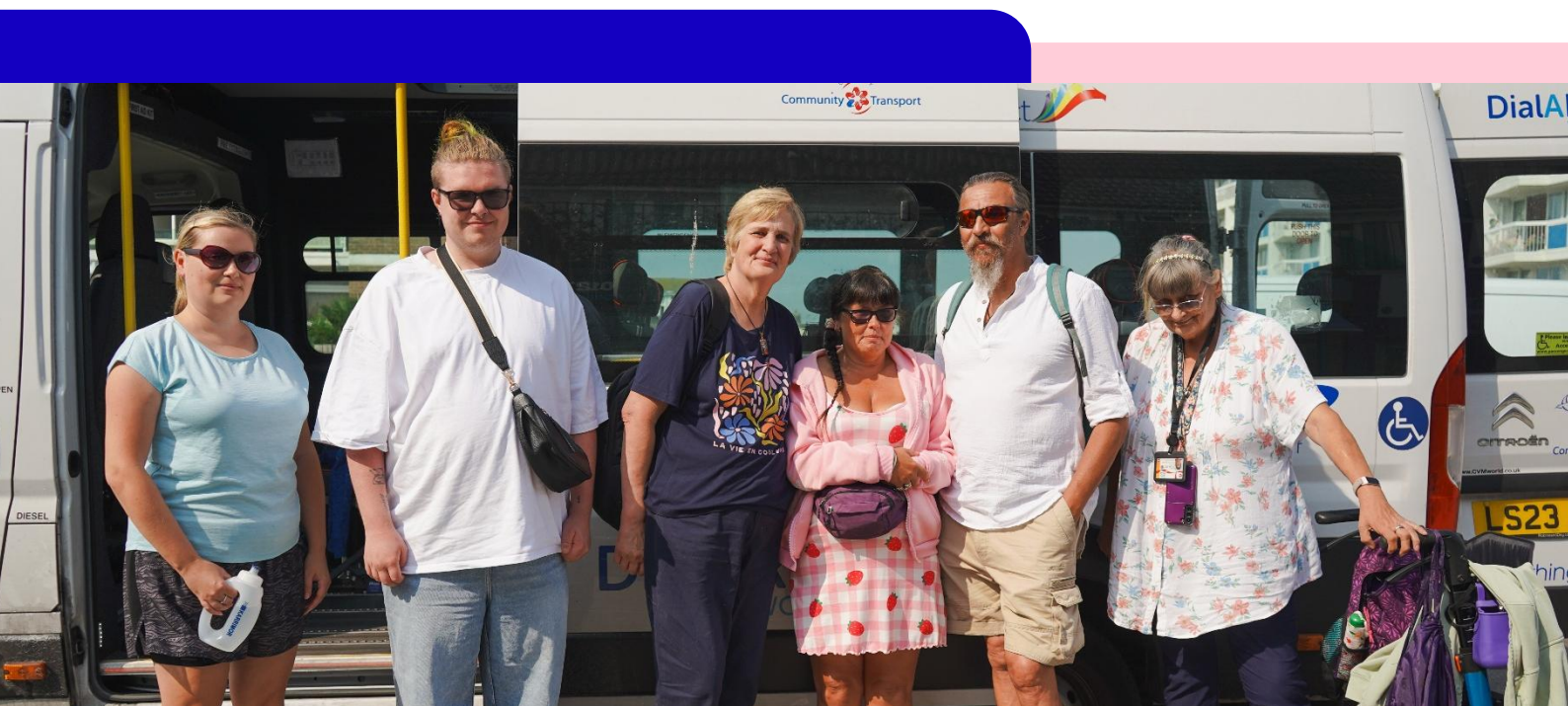
### How we demonstrate our impact

We regularly use surveys and questionnaires to ask those we are supporting questions to assess whether our work is making a difference. We also use an annual survey of all service users to ask them what benefits they get from our support as well as how we can make improvements.

After each training course or anti-stigma workshop, we ask participants what benefits they have gained from the session.

Case studies and stories: one of the most powerful ways to demonstrate our impact is by hearing the stories from the people we support in their own words.

[Annual impact report](#): our annual impact report is a summary of the impact we consider we have made over the previous year.



## Our vision, mission & values

### Our vision

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We won't give up until everyone experiencing a mental health problem gets both support and respect.

### Our mission

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Together with those experiencing mental health problems, we will build inclusive and empowering mental health services, reduce barriers to support and challenge stigma.

The values that guide our work and shape the culture of our organisation.

### The values that guide our work and shape our culture

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#### **We are equitable**

We treat people fairly, with respect and show empathy and kindness

#### **We are open**

We reach out to anyone who needs us and we listen, respond and are inclusive

#### **We work together**

We're stronger in partnership

#### **We are curious**

We learn from each other, our partners, the community and through development

#### **We are unstoppable**

We have passion, independence and speak out fearlessly

#### **We strive for excellence**

We are motivated and driven to work to the best of our ability to provide great services



# Being our Head of Finance & Resources – a great time to join us

Our existing Head of Finance is retiring at the end of May having been an integral part of the charity's sustained growth over 15 years including 2 mergers and several major contract successes.

Consolidating processes, systems and reporting, while delivering business as usual, has been a constant balancing act, especially in recent years. As a result, whilst our finance processes, data and reporting are consistently accurate and delivered to a good standard there is demand and opportunity for more automation, more analysis and interpretation together with more focus on qualifying opportunities and on what your insights suggest for the future.

Key to creating the time and space for these 'big picture' items will be automating and modernising processes, building an understanding of financial data amongst colleagues and developing the capability of the willing Finance Officer. In the meantime, the demand here will be across the hands on and the strategic.

You will be joining a supportive and inclusive senior leadership team, be part of a positive and open wider organisation culture at a time of challenge and opportunity. Recent successes include the largest ever local contract for the NHS, a 5 + 2 years contract which consolidates how local services delivery will be administered.

The team are currently occupied with mobilising the contract and reviewing the organisational structure that will be required to succeed and setting the budget for 2026/7. The contract also brings IT complexities with shared access to personal recording of interventions. Beyond that there are still further services opportunities for existing (and unmet) need. The charity's track record of innovating and delivery means it is well placed to play a key role.

The Head of Finance and Resources will play a key role with the team in qualifying new opportunities, proposing potential solutions, monitoring financial performance and stimulating discussions and decisions.

In due course, you will also bring forward strategies to optimise the occupancy of owned and leased properties and align the properties with what is required to deliver the strategy.

You will also benefit from a supportive, diligent and professional Finance and Resources Sub Committee and Board of Trustees. They are keen to develop their scrutiny in the areas that matter and count and, support the charity in its new 5-year strategy, 'Building Resilient Communities Together'.

Finally, a key factor for success in post will be around sharing the ambitions for the advancement of mental health support across West Sussex and also for the values and behaviours the organisation knows are core to both its success to date and in the future.







## Role description

<b>Location</b>	Worthing, with occasional travel within West Sussex and opportunity to work flexibly with 3 days office/2 days home working
<b>Responsible to</b>	Chief Executive Officer
<b>Responsible for</b>	Finance Officer, IT Support and Admin Officer, Maintenance Officer
<b>Contract</b>	Permanent
<b>Time Commitment</b>	37.5 hours per week, with occasional evening meetings
<b>Salary</b>	£50,000 to £55,000, depending on experience
<b>Benefits</b>	25 days holiday (27 after 2 years), contributory pension, Employee Assistance Programme, cycle to work, key worker discount scheme

## Role summary and purpose

An integral member of the Senior Leadership Team (SLT), lead and manage the finance, IT support and premises management for the organisation.

Provide financial planning/strategic advice and high-level analysis to identify growth opportunities and efficiencies as well as overseeing all finance activities and leading on financial strategies and their implementation.

Oversee the outsourced IT contract provider to ensure the organisation has robust IT systems in place and maintain oversight of premises requirements/utilisation and maintenance.

Work closely with trustees (through the Finance and Resources Committee) to ensure all elements of statutory compliance and best practise for operational scrutiny, risk management and delivery of the longer-term strategy are in place.



## As Head of Finance & Resources, you will:

### Financial leadership, strategy and governance

- Shape and deliver the organisation's financial, IT and premises strategies, systems and processes to support its sustainability, growth, and effective use of resources
- Lead the delivery of financial operations, providing insight, forecasting and analyses to inform decision making and long-term sustainability
- Advise the CEO and SLT, presenting complex financial information in a clear and accessible way.
- Contribute to wider organisational planning, drawing out links from our finances with agreed strategic goals and future ambitions
- Support and organise financial oversight/governance for Trustees via the Finance and Resources Sub-Committee. Provide reports, information and feedback as requested, undertake work and implement changes as required. Advise the CEO and Board on finance, compliance, risk/business continuity etc issues

### Financial management

- Ensure full compliance with UK charity finance regulations, SORP, Charity Commission, Companies House and Mind Federation requirements
- Oversee day-to-day accounting and financial management systems, supervising work, ensuring accuracy and of a high standard, stepping in to support when required
- Oversee banking and treasury management including reconciliation and investment
- Manage audits, statutory reporting with external providers and maintain strong internal controls and financial policies. Deliver accurate timely internal reports to maintain robust financial health and compliance
- Working with the CEO and SLT develop annual and longer-term budgets and financial forecasts
- Produce timely, accurate and relevant management accounts, including commentaries on significant issues/budget variances
- Develop, propose and maintain models and systems for apportioning central costs and full cost recovery
- Train and support budget holders and other staff where appropriate to ensure they can manage the financial aspects of their service/department



- Manage the payroll provider relationship, to ensure staff are paid on time and accurately, and for the effective functioning of the WSX Mind Pensions scheme.
- Provide advice and specialist support to CEO and key fund-raising staff around financial aspects of tender and fundraising applications, ensuring financial returns for grants are provided
- Ensure that finance policies and regulations are compliant, fit for purpose, updated regularly and effectively communicated and implemented across the charity

### **IT and Resources**

- Ensure that WSX Mind has the required in-house services and services and that they are compliant with WSX Mind and relevant statutory requirements
- Ensure that WSX Mind has all necessary and effective supplier contracts, ( IT, premises, utilities, insurances etc) which deliver best value and provide the services and resources which are required by the organisation
- Lead on tenders for large supplier contracts (IT, Audit, telephony etc) and manage key relationships leading on contract changes or negotiations
- Lead business continuity planning for all finance and resources aspects of WSX Mind work ensuring that all relevant information and processes are shared and recorded to provide robust business continuity
- Work with the SLT to ensure a strong focus on efficiency and value for money is maintained highlighting any areas of in-efficiency/opportunities to reduce if they arise.

### **General**

- Identify, propose and plan mitigation for all finance and resource related risks and ensure that these are effectively logged within WSX Mind Risk Register
- Supervise work of Finance and Resources Officer ensuring that they are well equipped to deliver their role and that their work is undertaken effectively and to a high standard
- Be aware of and follow all Health & Safety regulations, particularly related to work surroundings
- Adhere to all WSX Mind policies and procedures.
- When time allows to undertake any other duties requested by the Chief Executive Officer which relate to effective administration and running of the organisation

## Who we're looking for

- Professionally qualified, or be qualified by wide experience in financial management
- Experienced in leading a finance and resources function within the charity sector, or able to evidence directly transferable knowledge and skills
- Experienced in preparing financial plans and budgets, against which performance can be assessed, and in supporting sustainable business development/growth with financial modelling
- Experienced with systems, processes and controls of core finance operations including sales administration, treasury, cash flow management, VAT, statutory reporting and payroll
- Demonstrate understanding of the financial reporting requirements of Companies House, the Charity Commission, Inland Revenue and other key financial agencies
- Be able to provide leadership and management of an outsourced IT services provider
- Be flexible, able to operate independently, collaborate effectively to support and influence Trustees, the leadership team and non-financial colleagues with practical financial insights and guidance
- Be resilient and able to prioritise effectively and work with accuracy and to agreed timelines
- Be highly numerate with advanced Excel skills. Experience with Sage (or similar cloud-based system) would be an advantage
- Have strong problem-solving and communication skills
- Be committed to the mission and values of West Sussex Mind and able to contribute and collaborate as part of the WSX Mind Leadership Team

Due to the nature of the services provided all senior roles are subject to a standard Disclosure Barring Service (DBS) check funded by West Sussex Mind.



## Ready to apply?

[Eastside People](#) is supporting West Sussex Mind in the recruitment of these roles. Please [click here](#) to apply by submitting your CV and a cover letter **both in Word doc format**.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in the Head of Finance & Resources role at West Sussex Mind?
- Having read the information pack, what relevant experience and skills do you feel you would bring to this role?

You are welcome to send your cover letter in writing, or as a video or audio clip, alongside your CV. Any video or audio submissions should be emailed to [bryan@eastsidepeople.org](mailto:bryan@eastsidepeople.org).

If you would like a call to discuss the role in more detail, please email Bryan McPaul to arrange a convenient time at [bryan@eastsidepeople.org](mailto:bryan@eastsidepeople.org). Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.

**The closing date for applications is Friday March 13, 2026.** Shortlisting interviews will take place shortly after and shortlisted candidates will have a first interview with West Sussex Mind on **March 24, 2026**, and a final interview on **March 27, 2026**.

West Sussex Mind is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## Finally

We understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.

If you know anyone else who might be interested, then please pass this Information Pack on as we would be very pleased to hear from them.





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