

Maudsley
Charity

Job pack

Finance Officer

April 2026

Joshua Liveras

Principal Consultant

Harris Hill Ltd

020 7820 7319

joshua.liveras@harrishill.co.uk

www.harrishill.co.uk



HarrisHill
charity recruitment specialists

Welcome

Hello!

I'm really pleased you're exploring working with us at Maudsley Charity at this exciting and transformative moment in our journey. We are a grant-making charity with a proud history and a bold vision: to ensure that everyone who experiences mental illness, without exception, can access the care that's right for them. We fund projects that improves the lives of people living with mental illness and, right now, we're needed more than ever.

Our endowment makes us the largest independent NHS mental health charity and allows us to deliver positive change in four inner London boroughs (Croydon, Lambeth, Lewisham and Southwark). While we are grounded in and motivated by creating benefit for our local community, we also aim to make change in the rest of the UK by sharing what works here.

About the Finance and Operations Team

Since I began working at the Charity seven years ago, we have gone through significant change. We are now at an important stage in delivering our strategic plan and have an exciting period of growth and development ahead. Our finance and operations function plays a vital role in ensuring the Charity can deliver on its ambitions, working closely with colleagues across the organisation, as well as with external partners, to deliver our objectives.

We are responsible for managing our resources effectively, maintaining strong financial controls, and providing high-quality financial insight to support decision making across the organisation. We are committed to continuous improvement in our systems and processes, ensuring they are robust, efficient, and responsive to a growing and evolving organisation.

The Role

We are looking for someone who is highly organised, detail orientated, and proactive. This role is ideal for someone who enjoys working with financial systems and data and supporting colleagues with financial processes and information. You will be a highly valued member of the team, playing a key role in ensuring the smooth running of day-to-day finance operations, supporting budgeting and reporting processes, and contributing to strong financial governance.

This is an opportunity to develop your finance skills in a supportive environment, gain insight into how a charitable organisation operates, and play an important role in enabling work that makes a big difference in the lives of people who experience mental illness.

We look forward to hearing from you.

Rachel Challis

Finance Lead

About Maudsley Charity

Maudsley Charity is a grant-making charity that advances and accelerates positive change in mental health care in south London.

We fund and support key clinical, academic and community partners so that everyone who experiences mental illness, without exception, can access the care that's right for them.

While our roots are embedded firmly in our local community in south London, we aim to also seed positive change in mental health care elsewhere in the UK, by sharing and amplifying the knowledge and evidence that is generated through the work that we fund.

Why we're here

Mental illness can have a profound impact on a person's life – affecting their relationships, education, career, and physical health. Our approach is led by clear and undeniable evidence that not everyone who experiences mental illness receives the care they need to live as well as possible. In south London, there are clear differences in the risk of mental illness, and the experience and outcomes from care. The impact of social deprivation and racism are especially stark.

How we work

Our approach is grounded in evidence, experience and equity:

- Evidence: We identify and financially back the most promising solutions that draw on and generate learning and evidence.
- Experience: Mental health care is more effective when it is informed by relevant expertise and lived experience.
- Equity: We focus our funding on those most failed by services and society, driving improvements that benefit everyone.

The change we want to see

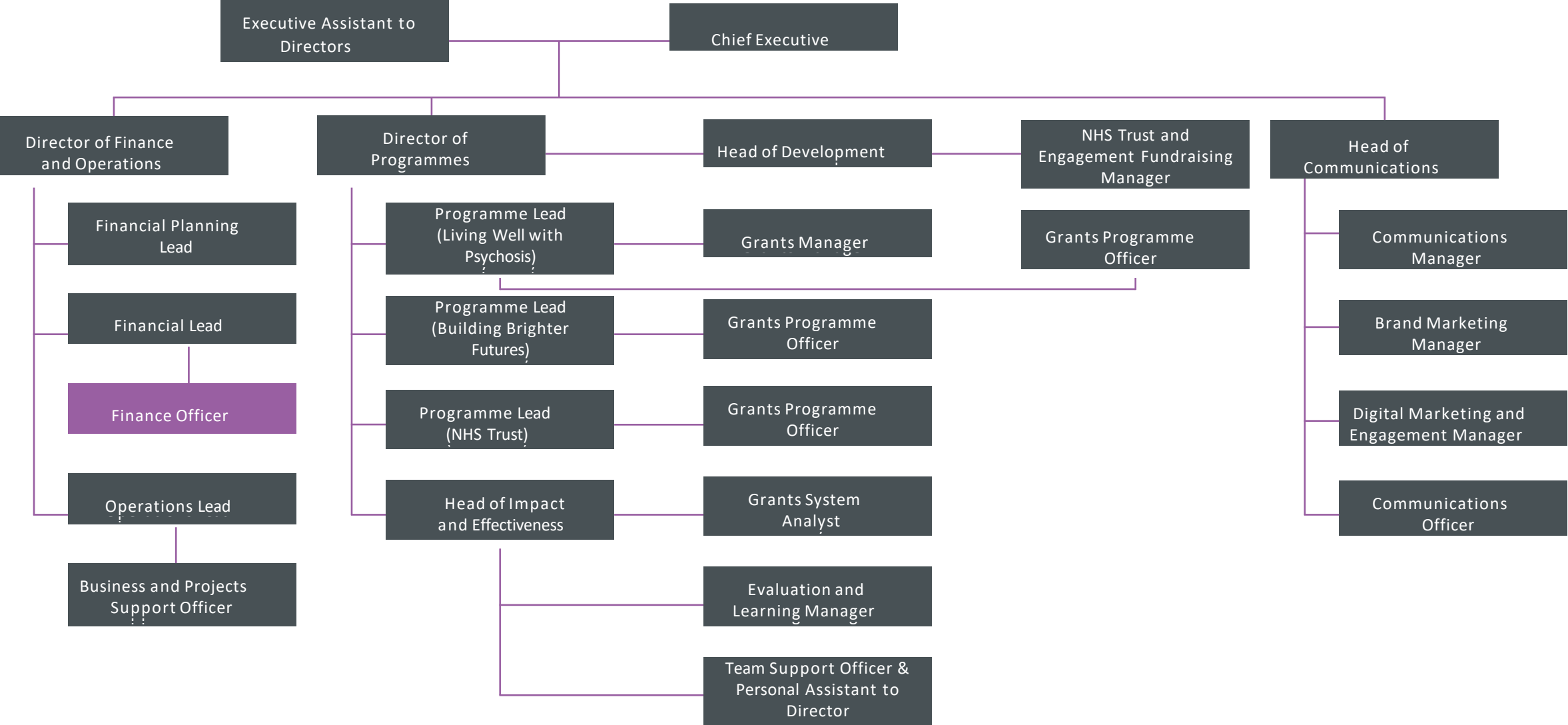
- Greater equity in care and support
- High-quality, evidence-based treatment available to all
- Care shaped by diverse expertise and lived experience
- Earlier intervention
- More people living well with mental illness

[Link to full strategy](#)

Where we've come from

Our history reaches back to the founding of Bethlem Royal Hospital in 1247. We became an independent charity in 2018, with a Board comprising eight independent trustees and three trustees nominated by South London and Maudsley NHS Foundation Trust.

Our organisation





Is this role right for me?

- This is not an entry-level role. We are looking for someone with some previous experience in a finance or accounting role.
- You are comfortable handling core finance tasks and understand how financial processes contribute to organisational effectiveness.
- You have a working knowledge of MS Office products such as Excel, Word, PowerPoint and are confident in using accounting software.
- You are self-organized with strong planning and prioritization skills which will allow you to effectively manage a variable workload with guidance from the Finance Lead.
- You can spot where and how to improve processes and will take the initiative to share opportunities and suggest changes to others.
- You might be developing your finance career and may be studying, or interested in studying, a professional qualification.
- You are a keen learner and enjoy working independently as well as collaboratively to achieve objectives.
- You have great communication skills, enjoy building relationships and inspire confidence and respect at all levels.
- You can demonstrate the impact you've made in the organisations you've worked with in the past. They're impressed with how you work, how you support them, and what you make happen.
- All of our team demonstrate leadership qualities, whether they manage people or not, and they put them into action in different ways: leading a project, using their initiative, knowing when to ask for support.
- We actively encourage applications from a diverse range of backgrounds and experiences as we seek to be representative of the south London community.

Job description

This isn't an exhaustive list of responsibilities, but the key activities the role will work on. We know that the role and the person in it will evolve and develop, and with whatever support you need, you'll be part of making that happen.

Role purpose

The Finance Officer is responsible for supporting the maintenance of financial and administrative services working closely with the Finance Lead. The role will be part of the Finance & Operations team, working across financial and accounting functions.

Accountabilities/Responsibilities

Financial Management

- Support the Finance Planning Lead in the development of budgets and forecasts.
- Support the Programmes team in completing due diligence procedures for grantees.
- Monitoring Momentus reports and liaising with the Vacherin team to clear anomalies.
- Support the Ortus General Manager and Financial Planning Analyst on corporate service and capital expenditure projects.
- Work with Ortus General Manager and Finance Planning Lead to create detailed project plans, maintain records to help monitor project progress and expenditure against project budget.

Financial accounting

- Maintain the accounting system (Access Financials) by ensuring income and expenditure are updated in a timely and accurate manner for both charity and subsidiary.
- Ensure supplier invoices are processed on a timely basis.
- Ensure that all rent invoices are raised accurately and settled on a timely basis.
- Assist Charity staff with making payments using the company credit card.
- Contribute to the preparation of monthly management accounts and other regular financial reports to help colleagues monitor the Charity's financial performance.
- Input of all bank and credit card transactions into Access and reconcile credit card statements and bank reconciliations.
- Work with the KMP fundraising team, assisting with income processing and reporting from the Dynamics database.
- Assist with the ongoing accounting and monitoring of the restricted and designated funds.
- Assist the Finance Lead with the year-end audit preparation and liaising with auditors.

Any other special requirements of the role

The role will report to the Finance Lead but will also work closely with the wider Charity team and the Vacherin team in relation to accounting for the Charity's trading subsidiary, Maudsley Charity Trading.



Person Specification

Please note that your experience doesn't only have to be work-based, we are also interested in transferable skills from your lived or learnt experience.

Knowledge

- Understanding of financial accounting principles and procedures.
- An understanding of the Charity's values (ways of working) and their application to this role.
- Knowledge of charity sector financial regulations.

Skills

- Strong numeracy skills with excellent attention to detail and accuracy.
- Ability to manage multiple tasks and prioritise effectively.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving abilities.
- Strong IT skills, including experience with Microsoft Office (Excel, Word, Outlook, PowerPoint, Teams and SharePoint).
- Problem-solving mindset with a proactive approach to challenges.

Experience

- Experience of working in a finance or accounting role, experience of the charity sector is desirable.
- Experience of using accounting software.
- Experience with processing financial transactions, managing bank reconciliations, and producing reports.

Qualifications

- Working towards a professional Finance qualification.

The application process

The Charity is serious about building a diverse team. We've increased the time and budget we spend on recruitment to ensure we place more adverts in more places to reach more people, and we've looked at each stage of the recruitment process to remove biases.

Maudsley Charity is an equal opportunities employer, and makes no discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex. Specifically, we will also oppose unfair discrimination of those with mental health issues.

Before you apply

Join our 'Ask Us Anything' webinar on **Wednesday 13th of May at 12pm – 1pm**. Use the following link to register for the webinar: [click here](#).

You won't see or hear other candidates, and you'll be anonymous, so we don't undermine our blind recruitment process. You really can ask us anything – about the role, the process, our work, culture, team.

Please submit questions in advance to Joshua.liveras@harrishill.co.uk before **Monday 11th May** to ensure all of your queries are answered. Any further questions can be submitted via the Q&A function during the webinar.

Your application

We are committed to offering interviews to candidates who meet the role requirements and have lived experience of mental illness or a disability.

Once you have expressed your interest to Harris Hill, you will be sent a set of qualifying questions to answer – we do not accept cover letters as part of the application process. Your identity will be completely anonymous to the panel who will score your answers independently. We will only see your CV if you are shortlisted.

Submit your answers in written format or in a voice memo. We'll type up any recordings to maintain anonymity.

Closing date: Monday 18th of May

First interview (in person): Week commencing 1st of June (likely Thursday 4th of June)

Second interview (online): TBC

The interview

The interview will be face-to-face at our offices in Denmark Hill, southeast London.

We'll ask you if you have any needs for the interview and put any reasonable adjustments in place.

We'll pay for your travel expenses within the UK if you need us to.

We'll ask values and competency-based questions in the interview. This is to ensure we focus decisions on your potential performance in the role.

We'll give you the interview questions before each round. We want you to perform to your best, and we know that this can help some to do that.

We'll only share scores and discuss candidates as a panel when all candidates have been seen; to remove any influence panel members might have over each other.

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Joshua Liveras at Joshua.liveras@harrishill.co.uk and we will be happy to arrange a call.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

The Interview Panel



Rachel Challis
Finance Lead



Priya Chandrasena
Finance Planning Analyst



Ben Regan
Business and Project Support Officer

What's in the contract?

What's the job title?	Finance Officer
What will I earn?	£30,000 - £35,000
Where would I work?	Hybrid: a minimum of two days per week at the Charity's offices in Denmark Hill, London
Who do I report to?	Finance Lead
Who reports to me?	No direct reports
What are the hours?	37.5 hours per week
Is there flexibility?	Yes. Flexible working requests are welcome, however, the role will need to cover a minimum of four days per week
When can I start?	From July 2026

Benefits

Situated a few minutes' walk from Denmark Hill station, south London, the Ortus building is on the shared campus with the Maudsley Hospital and King's College London's Institute of Psychiatry, Psychology and Neuroscience, both centres of world class excellence in the field of mental health. The building is open to the public, hosting exhibitions, events and conferences, as well as being available for room hire.

We offer a friendly, values-led working culture, with the following benefits for our staff.

- Hybrid working, a minimum of 2 days in the office for full time staff. It's important to us to come together often, whether that's to collaborate, be social, or get a change of scenery.
- 25 days annual leave, with a further one day after three years' service and a further one day after five years' service. Plus, additional non-working office closure days over the Christmas period.
- Pension scheme with up to 6% employer contribution, subject to a minimum 3% employee contribution.
- A cycle-to-work scheme.
- Enhanced occupational maternity, paternity, adoption, and shared parental leave pay (after qualifying length of service).
- Interest-free season ticket loans (after probation).
- Group Life Assurance - providing employees with a tax-free lump sum of four times your basic salary in the event of your death, for your dependants (after qualifying length of service).
- Group Income Protection Scheme - protecting you if you are sick long-term, by paying 75% of your basic salary with a deferred period of 13 weeks (after qualifying length of service).
- Comprehensive package of online and face-to-face training for staff.
- Employee Assistance Programme (EAP) – supporting staff to stay well.
- 20% discount on all food and drinks at the Ortus café.

Diversity, Equality and Inclusion Commitments

The Charity will:

- Highlight that discrimination or unequal treatment on the grounds of mental health or other protected characteristics can undermine mental wellbeing and work to address inequalities and discrimination.
- Create a zero-tolerance working environment in respect of discrimination, harassment, bullying or victimisation, collectively called unacceptable behaviour so that everyone can work without fear of the unacceptable behaviours. A Dignity & Respect policy is in place to support this and address issues.
- Implement a Recruitment Policy to ensure that all appointments are made in accordance with the objectives of this policy.
- Monitor recruitment, service provision and grant-giving and take positive action based upon such information.
- Provide training and development opportunities that enable equality of opportunity, and which promote an awareness of diversity and inclusion.
- Ensure that Maudsley Charity premises and resources are made as accessible as possible to staff, users and all those who visit us, under the Disability Discrimination Act.
- Make reasonable adjustments for disabled people wherever possible.

Our values and behaviours

We are ambitious for change

- We are brave and intentional, taking calculated risks to tackle the complex challenge of delivering better mental health care for everyone.
- We support the creation of new evidence, invest in fresh ideas, and help expand proven solutions to make a lasting difference.

We are compassionate

- We engage everyone with care and respect, mindful of the contexts facing people who experience mental illness and people who deliver mental health care.
- We lighten our grant holders' workload by creating a balanced and efficient grant-making process from application to evaluation.

We are inclusive

- We value knowledge, expertise and personal experience, championing diverse perspectives and empowering everyone to contribute to our decision-making.
- We prioritise projects that actively involve people with lived experience in shaping care and treatment.

We act with integrity

- We carefully consider our social and environmental impacts and uphold high ethical standards, especially in our fundraising, procurement, and investment practices.
- We are fair and transparent in our grant-making and hold ourselves and our grant holders accountable for effective delivery.

We value relationships

- We nurture relationships based on mutual respect, and acknowledge the roles played by all stakeholders in achieving our shared mission.
- We provide the support, trust and open dialogue our colleagues and grant holders need to succeed.

We learn and share knowledge

- We actively seek feedback, and use it to evaluate and improve our working practices
- We provide a platform to share what works in our local communities and model change in other parts of the country.

30 years' expertise in charity recruitment

1,000+ placements per year

9 years average staff tenure

600+ charity clients per year

20 specialist consultants

4.8 stars from 250+ Google reviews

SPECIALISMS

executive search • data management • fundraising • finance
human resources • marketing, pr & digital • operations, admin & support
policy, advocacy & campaigns • projects & programmes • temporary & interim



020 7820 7300



info@harrishill.co.uk



www.harrishill.co.uk



REC

Corporate
Member

bringing *remarkable* people together

HarrisHill
charity recruitment specialists