



**Heartwood House**  
**13 Kenton Road, Harrow, HA1 2BW**  
**39 Roxborough Road, Harrow, HA1 1NS**  
Tel: 020 8864 6433  
Email: info@heartwoodhouse.org.uk  
www.heartwoodhouse.org.uk

## **Welcome letter from Geraldine Norris, Chair of Heartwood House**

Thank you for considering making an application to become Financial Controller at Heartwood House. I hope this will give you some of the information you will need to decide whether to put your name forward to have direct responsibility for all finance activities and to build a finance function that is fit for purpose

The number of students supported annually by Heartwood House has increased significantly since 2019 when 20 students was the maximum number our facilities and staff could support. Since 2019, the plan has been to develop and implement a new strategy that has enabled us to expand and support even more students while maintaining the highest quality of student wellbeing, safeguarding and learning was developed and implemented. To meet this objective a new off-site scheme was launched and a second premises secured. We now support 60 students a year.

Heartwood House was formerly known as Red Balloon NW London but rebranded in July 2024. Established in 2005, Heartwood House has been delivering services in NW London for 20 years. To date we have supported more than 200 students in their return to mainstream education, further education and employment. We work with many local authorities such as Harrow, Hillingdon, Hertfordshire, Brent, Ealing, Barnet, Camden and many more.

We are seeking an experienced Financial Controller to join our ambitious and effective Senior Leadership Team to provide financial expertise to this growing and developing charity.

The Financial Controller will work closely with our Executive Headteacher and will advise and support the Finance Sub-Committee and Trustee Board on all financial matters. The successful candidate will be expected to operate to a detailed job description and to commit enough time to carry out their area of responsibility.

There will be an opportunity for you to see our work in action at the interview stage, but should you require anything else prior to making an application please do not hesitate to contact us. I should like to thank you for considering Heartwood House and hope that your application is successful.

Yours sincerely

Geraldine Norris DL  
Chair of Trustees

**Executive Headteacher:** Cathy Haysom BSc (Hons), PGCE, MSc.  
**Trustees:** Geraldine Norris DL (Chair), Kevin Barr, Richard Evans,  
Simon Jones, Anna Lenton, Jamie Storey and Thomas Webster (Vice Chair)  
Registered Charity No. 1109947. Company Registered in England and Wales No. 05385733



**Job Title**                      **Financial Controller**

**Reports to**                      Executive Headteacher

**Staff Supervision**        None

**Hours and Salary**        Part time, 0.5 FTE (20 hours per week) £59,723 FTE and extremely generous employer pension

**Location**                      Harrow, London or agile working (remote and office based)

**About the role**

Heartwood House is looking to make its first dedicated Finance role and appoint a Financial Controller. This is a hands-on role with direct responsibility for all finance activity. The successful candidate will be tasked with building a finance function that is fit for purpose. As a small organisation, initially this will be the only finance role, with any further additions dependent on organisational growth.

**Purpose**

1. To be responsible for the day-to-day finance operations of Heartwood House.
2. To be Heartwood House's 'expert' in understanding of financial regulations and transaction processing and reporting.
3. To understand and be competent in use of Xero and any other accounting systems/software required.

**Main Activities**

To advise and support the Executive Headteacher and the Trustee Board on all financial matters.

To keep the Finance Sub-committee up to date on the financial standing of Heartwood House.

To provide accurate and prompt financial and statistical information as required for both internal and external users.

To lead the year-end audit process and ensure accounts are filed on time. To ensure all tax and other filings are accurate and filed on time.

**Operational Duties**

1. Undertake the month end closing routines in Xero for the general ledger, posting all month end journals, accruals & prepayments, transfers and journal corrections as required.
2. Produce monthly management accounts and write new reports as required, along with presentation of management accounts to the Finance Sub-Committee and Trustee Board
3. Ensure financial data required to complete quarterly VAT returns is correct and complies with Making Tax Digital.

4. Ensure all restricted income is correctly recorded and accounted for, and that full supporting documentation is held on file.
5. Produce a range of monthly financial reports and any other ad hoc reports as requested.
6. On a quarterly basis reconcile all control accounts held in the financial ledger
7. Undertake reviews and ad hoc ledger analyses as required; answer ad hoc financial enquiries, assisting with interpretation when needed.
8. Act as point of contact with all banks used by Heartwood ensuring services meet requirements and cash is managed effectively.
9. Act as primary point of contact for all Heartwood House's insurance requirements, liaising with other staff as needed to ensure Heartwood House's insurance cover is adequate and affordable.
10. Lead the production of year end accounts, audit preparation work, financial planning and budgeting, and other projects as directed.
11. Ensure expense and credit card returns are completed on time and in accordance with policy.

### **Person Specification:**

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|------------------|--|
| <b>Essential</b> | Qualified accountant (ACA/ACCA/CIMA)<br>Experience of report writing to produce management accounts<br>Excellent analytical and problem solving skills<br>Good attention to detail<br>Excellent spreadsheet and general IT literacy skills<br>Strong communication skills including ability to interact effectively with non-finance colleagues.<br>Well-developed time management skills<br>Achievement oriented<br>Flexible approach |
| <b>Desirable</b> | Experience and understanding of charity accounts and charity statutory regulations.<br>Experience of Xero financial accounts software<br>Basic understanding of charity VAT complexities   |

### **7.0 Application Details**

To apply, please provide a CV and covering letter outlining your relevant experience and why you are interested in joining Heartwood House. Please submit these to Cathy Haysom, our Executive Headteacher via [cathy.Haysom@heartwoodhouse.org.uk](mailto:cathy.Haysom@heartwoodhouse.org.uk) by Friday 14<sup>th</sup> February 2025.

Interviews will take place w/c 24th February.

If you have any questions prior to making a formal application please contact Cathy Haysom, Headteacher of Heartwood House on the above email or directly on 0203 920 8209.

Agreed by the Trustees, January 2025