



"We believe that every child has the right to make the most of their one chance at childhood, regardless of the circumstances they experience at home. This is why Honey Pot exists."

Simmi Woodwal, CEO

DIRECTOR OF FINANCE

CANDIDATE PACK

JOIN US IN TRANSFORMING LIVES

The Honey Pot Children's Charity





Welcome and Introduction

Thank you for your interest in joining us at The Honey Pot Children's Charity. Our mission is simple but powerful: to ensure every young carer or vulnerable child has the safety, support and opportunities they need to thrive. Each day, our team works with families, communities and partners to break down barriers and build brighter futures. Over the past thirty years, we've reached important milestones that reflect the strength of our vision and the dedication of our staff. We've expanded into underserved areas across England, Scotland and Wales, launched wellbeing initiatives already showing life-changing results, and deepened partnerships with schools and community organisations. These achievements have strengthened our foundation and built fresh momentum.

As we reflect on our 30 years and beyond, our focus is on strengthening early-intervention services and championing children's voices at every level. We're investing in digital tools to enhance accessibility, building a stronger evidence base to shape policy, and growing our team to reach even more children. This is an exciting time to join us. We're embracing new ideas and fresh perspectives to meet the evolving needs of children today. Every role at Honey Pot plays a vital part in shaping the next chapter of our story. We look forward to hearing from you.

Chief Executive





About Honey Pot

For 30 years Honey Pot now has been working to enhance the lives of young carers aged 5-12 years by providing respite and learning breaks and a holistic range of services. Across the UK, we give young carers a break from demanding and stressful responsibilities at home and provide a safe, nurturing environment where children at risk can develop their full potential.

What we do

We support children who are young carers to a sick, disabled parent or sibling. We provide a range of continuous services that meet the multiple needs of each individual child. This includes Respite Breaks, Educational Booster Breaks, Wellbeing Grants, Healthy Eating and Nutrition and Pastoral Support.

We believe in providing early intervention support to children at a young age in order to prevent issues and challenges that arise in a young person's life becoming deep rooted.

To achieve the most for young carers, we work in partnership with a wide spectrum of organisations that provide complementary skills. We know that to be most effective, Honey Pot must sit within the child's welfare network and respect each child's individual situation. Over many years, we have successfully built a network of working relationships with over 130 referring organisations, including social workers and GPs, local authorities, head teachers and school welfare officers to ensure that young carers who need our support are referred to us.

We know that there are no easy solutions or quick fixes for addressing the needs of young carers. Depending on the age a child is first referred to Honey Pot, we are able to provide ongoing, recurring support for them for up to 8 years.



Our houses



Honey Pot House in the New Forest National Park is where it all began for our charity 30 years ago. It sits in seven acres of beautiful gardens which include woodland, meadows, a stream and a lake. We have extensive outdoor play equipment including a "trim trail", zip wire, trampoline and swings, a basketball court, go-karts and bicycles, a playing field, art studio, a play shack and our new Hobby Hut.



Pen y Bryn House is idyllically located in Powys, Wales. The house is a tastefully converted Welsh chapel that sits amongst the rolling hills and beautiful scenery of Mid Wales. We have our own large gardens for safe play and adventures that include a swimming pool, trampolines, bicycles, mud kitchen, water slip-slide, and galleon play area. We also have great indoor play spaces in "The Hive" where toys, games and a whole range of arts and crafts can be found.



Dalleagles House our Scottish home is situated in the beautiful Countryside in Ayrshire. Opened in 2023 the house boasts views of the stunning Ayrshire Countryside from the bedrooms, with a large kitchen perfect for baking treats, plus, the yummy apple's from our apple trees that are growing in the front garden! Inside there is a fabulous library filled with books where we host reading sessions with local authors. We are currently expanding the space here and have just completed a learning space for the children.



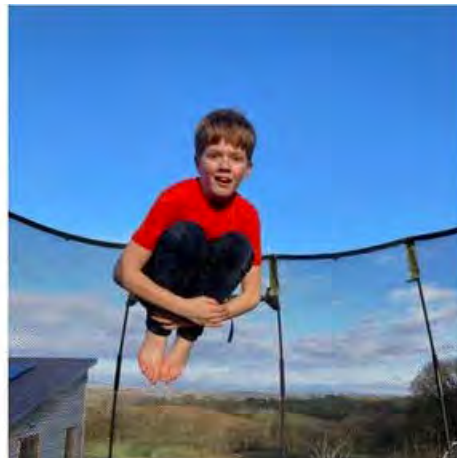


Role Purpose

We are seeking an experienced, commercially astute and forward-thinking Director of Finance to provide strategic leadership of the organisation's financial management, planning and governance. This is a pivotal executive leadership role responsible for ensuring financial sustainability, supporting organisational growth, driving operational excellence, and enabling the charity to maximise its impact.

The successful candidate will be a qualified finance professional (or qualified by experience) with extensive experience of financial leadership, budgeting, forecasting, financial control, and strategic planning. They will bring a proactive and innovative approach to financial management, identifying opportunities for organisational development, efficiency, improvement, and sustainable growth.

Ideally, candidates will have experience within the charity, not-for-profit sector environment and possess a strong understanding of charity accounting, governance and regulatory compliance.





Terms of Employment

Detail	Information
Salary	£60,000 Per annum
Location	4 day week with a minimum 2 days a week at Head Office (Hammersmith London)
Annual Leave	5 weeks annual leave, plus bank holidays, additional 5 service days on completion of service annually
Pension	Enhanced (Details on application)
Wellbeing	Access to Aviva private healthcare insurance
Contract	Part time, permanent. Probation period 6 months





Organisation Chart

THE HONEYPOT CHILDREN'S CHARITY

BOARD OF TRUSTEES | CO-CHAIRS AND TRUSTEES

CHIEF EXECUTIVE OFFICER

OPERATIONS

Director of Operations & Strategic Development

Operations Manager, Hampshire

Operations Manager, Wales

Operations Manager, Scotland (Vacant)

Children's Services Co-Ordinator's

Site Manager

Children's Services Leaders

Children's Residential Support Workers

Children's Services Database Administrator

Fundraising Administrator & Wellbeing Coordinator

Bank Staff

FUNDRAISING & COMMUNICATIONS

Director of Fundraising & Communications

Head of Trusts & Foundations

Trusts & Foundations Executive

Trusts & Database Executive

Head of Corporate Partnerships

Senior Corporate Partnerships Manager

Senior Corporate Partnerships Officer

Head of Lottery & Statutory Grants

Community & Corporate Fundraiser, Hampshire

Community & Corporate Fundraiser, Wales

Fundraising Manager, Scotland

Head of Communications

Digital Marketing Manager (Vacant)

FINANCE

Director of Finance

Finance & Systems Manager

Bookkeeper

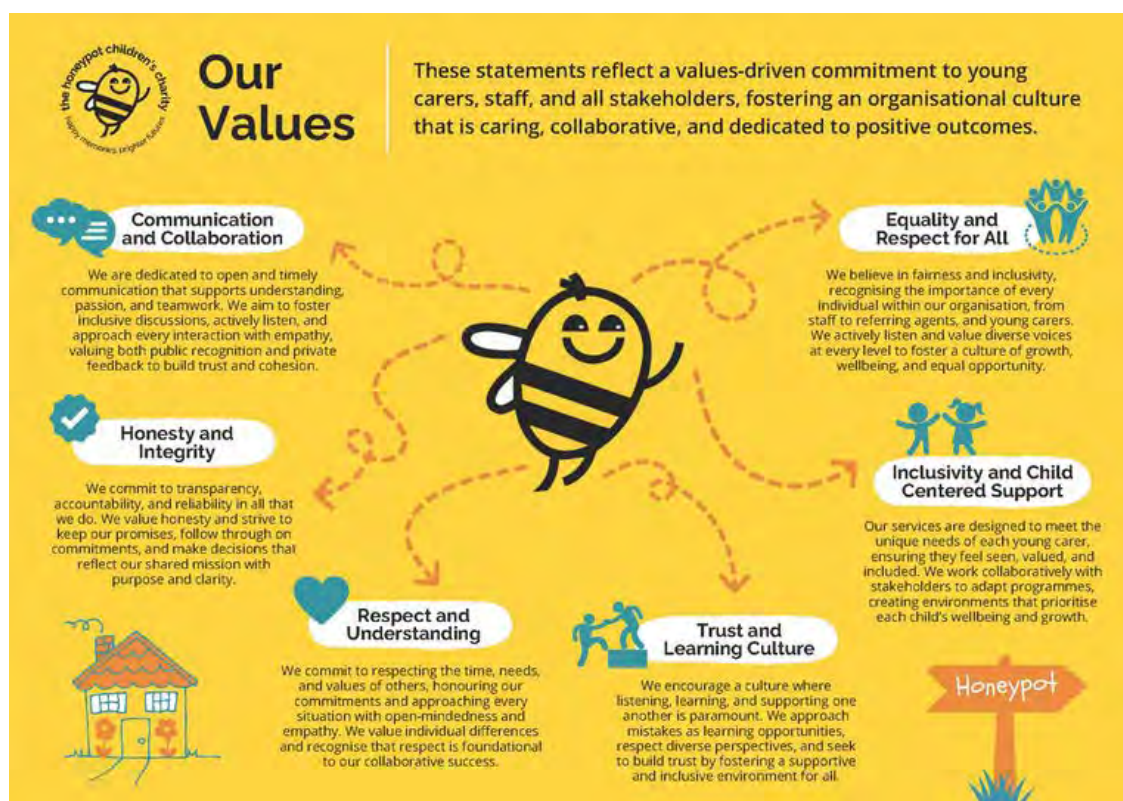
PEOPLE & TRAINING

HR & Training Manager





Our values





Meet Mia

Mia is a young carer who helps her parents look after her two older brothers, who both have Duchenne muscular dystrophy and ADHD. From emptying bottles to helping around the house, she never complains - it's simply part of her everyday life.

"The boys take up the majority of my attention. It can be difficult for Mia, as most things have to revolve around her two brothers," says Mia's mum Charmaine. "Honey Pot is a place just for her. A lot of our attention goes on the boys, but Honey Pot gives Mia the time and attention she doesn't get at home. I never have to worry - I know she'll have the best time and come back with lots of stories!"

Honey Pot Respite Breaks have meant the world to Mia and her family. "We could never go to the theme park with the boys," her mum explains. "It's something Mia really enjoys, and it makes me so happy that she can still do these things thanks to Honey Pot."

At home, Mia has the smallest bedroom, making it difficult to fit suitable furniture. Through Honey Pot's Wellbeing Fund, the family were able to buy a special cabin bed with a built-in wardrobe and desk. "Now she has her own space for homework and relaxing," says her mum. "It's all pink - which she loves - and it's just for her."

For families like Mia's, Honey Pot is more than a break - it's a lifeline. It gives young carers the chance to feel seen, valued and carefree, even briefly. Mia's story shows how powerful that support can be.



Meet Ben

Ben is just 12 years old, but many of his days begin with adult responsibilities. Before school, he helps make breakfast, supports his older sister Eva to get ready, and keeps her safe. Eva has a learning disability, speech impairment and epilepsy, so Ben plays a vital role in her daily care.

Alongside cooking, cleaning and shopping, Ben provides constant emotional support. While he loves his sister, being a young carer hasn't always been easy. He has experienced bullying at school and often feels isolated.

Ben was referred to Honey Pot, and since then, his world has opened up. Through Respite Breaks, Memory-Making Days and support from our Wellbeing Fund, Ben has had the chance to step away from his daily responsibilities and simply be a child again.

At Honey Pot, Ben has sped along the River Clyde, met penguins at Edinburgh Zoo, explored science during themed activity days and discovered a love of cooking. Though nervous before his first break, he quickly made friends, built confidence and even won the talent show!

"After a break, I feel more relaxed," says Ben. "I love telling my parents all about it."

Ben's mum, Louise, says the impact has been huge: "Meeting other young carers who understand him has been really important."

For Ben and his family, Honey Pot is more than a break - it offers confidence, connection and the chance for Ben to simply be himself.





Application process

To apply

To apply, please submit your application and CV (no more than three sides) along with supporting statement (no more than two sides) setting out your interest in the role and summarising how you meet the criteria outlined in the Person Specification. ('See Appendix)

The preferred method of application is online via our [web site](#)

If you have questions about the appointment and would find it helpful to have an informal conversation, please contact recruitment@honeypot.org.uk and we will be happy to arrange a call.

Closing date: 16th of October 2026

Please be advised that the successful candidate will be subject to reference checks, due diligence procedures, and a Disclosure and Barring Service / PVG Scotland.





Thank You





Appendix

- Hybrid - 2 days a week in our Hammersmith office, 30 hour week.
- Holiday 5 weeks plus bank holidays, with an additional 1 day for each completed year of service, to a maximum of 30 days.
- Private health insurance

Attendance at fundraising events as required, (adjusted day / week).

Reports to:
Chief Executive Officer (CEO)

Direct Reports:
Finance & Systems Manager, Bookkeeper.

Location:
Days /Hours: 4 days a week, flexible hours between 9am and 6pm

Hybrid currently, two days in the Hammersmith office.

Salary £60,000 (fte £75,00.00pa).





Appendix

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Key Responsibilities

Strategic Financial Leadership

- Develop and implement the organisation's financial strategy in support of the overall strategic plan and charitable objectives.
- Act as a trusted adviser to the CEO, Senior Leadership Team, and Board of Trustees.
- Provide high-quality financial insights and analysis to inform strategic decision-making.
- Lead the development of long-term financial models and sustainability plans.
- Support the organisation in identifying and evaluating new systems to support sustainable growth opportunities.
- Monitor internal and external financial risks and opportunities, advising on appropriate mitigation strategies.
- Contribute fully as a member of the Senior Leadership Team.

Financial Planning, Budgeting and Forecasting

- Lead the annual budgeting process across the charity. Departments include Operational Services, Fundraising, and HR.
- Develop robust financial forecasting and scenario planning models.
- Ensure budgets align with strategic priorities and operational plans.
- Continually monitor financial performance against budgets and forecasts.
- Provide financial reports and recommendations to budget holders and senior leaders and Board of Trustees.
- Drive accountability for budget management throughout the organisation.
- Lead financial planning associated with new projects, tenders, contracts, and fundraising initiatives.





Appendix

Financial Control and Governance

- Ensure strong financial controls, policies and procedures are in place, reviewed and consistently applied.
- Maintain a robust framework of internal controls and risk management processes.
- Ensure compliance with all relevant accounting standards, charity regulations and statutory requirements.
- Oversee cash flow management and provide the CEO with insight into areas of concern with suggested improvements.
- Monitor financial risks and implement appropriate controls.
- Ensure accurate financial records and effective financial systems are produced and maintained.
- Lead the development and continuous improvement of financial governance processes.

Financial Reporting

- Ensure the timely production of monthly management accounts and performance reports.
- Provide detailed financial information and analysis to the Senior Leadership Team, CEO and Board of Trustees.
- Prepare statutory accounts in accordance with the Charities Statement of Recommended Practice (SORP) and relevant accounting standards.
- Lead relationships with external auditors and regulatory bodies.
- Present complex financial information in a clear and accessible manner for non-financial audiences.

Charity Compliance and Fund Management

- Ensure full compliance with Charity Commission requirements and relevant legislation.
- Oversee restricted, unrestricted, and designated fund accounting.
- Monitor grant funding, reporting requirements, and donor restrictions.
- Support contract management and funding compliance requirements.
- Ensure effective management of reserves in line with organisational policy.

Leadership and Team Development

- Lead, motivate, and develop a high-performing finance team.
- Foster a culture of accountability, continuous improvement.
- Support the professional development of finance staff, by annual appraisals and a personal development training plan.
- Promote collaborative communication and working across departments.
- Ensure the finance function is viewed as a strategic partner to the wider organisation.

Systems and Continuous Improvement

- Drive the development and optimisation of financial systems and processes.
- Lead digital transformation initiatives within finance.
- Identify efficiencies and opportunities to improve financial reporting and decision-making.
- Ensure data integrity and robust financial information management.
- Champion innovation and best practice across financial operations





Person Specification

Essential Qualifications

- Fully qualified accountants (ACA, ACCA, CIMA or CIPFA).
- Evidence of continuing professional development.
- Evidence of qualification by experience

Essential Experience

- Significant senior financial leadership experience.
- Proven experience of strategic financial planning and organisational growth.
- Extensive experience developing and managing complex budgets.
- Strong track record of financial control, governance, and risk management.
- Experience leading annual budgeting, forecasting, and business planning processes.
- Experience presenting financial information to Boards and senior stakeholders.
- Experience managing audits and statutory reporting requirements.
- Experience leading and developing finance teams.

Desirable Experience

- Experience within the charity, not-for-profit or public sector.
- Knowledge of Charity SORP and charity accounting requirements.
- Experience working with trustees and governance structures.
- Experience managing grant-funded program's and restricted funding.
- Experience supporting organisational transformation and growth.

Knowledge and Skills

Essential

- Exceptional budgeting, forecasting, and financial modelling skills.
- Strong commercial and strategic acumen.
- Excellent understanding of financial controls and governance frameworks.
- Advanced financial analysis and reporting capability.
- Strong leadership and people management skills.
- Excellent communication and stakeholder management skills.
- Ability to influence decision-making at executive and Board level.
- Strong problem-solving and decision-making abilities.
- High levels of integrity and professional judgement.





Knowledge and Skills

Desirable

- Knowledge of fundraising finance and charity funding models.
- Experience implementing finance systems and digital solutions.
- Understanding commissioning, contracts, and public sector funding.

Personal Attributes

- Strategic and forward-thinking.
- Commercially aware and growth focused.
- Influential and credible leader.
- Collaborative and supportive management style.
- Values-driven and committed to organisational purpose.
- Resilient and adaptable in a changing environment.
- Results-oriented with strong attention to detail.
- Passionate about enabling charitable impact through financial excellence.

Success Measures

- Within the first 12 months the Director of Finance will:
- Deliver accurate and timely management information to support decision making.
- Strengthen financial planning and forecasting processes.
- Review of finance processes
- Discuss budgeting discipline and financial accountability across the organisation.
- Suggest ways where Finance can add value to the organisation
- Improve financial control and risk management frameworks.
- Support the organisation in achieving sustainable growth objectives.
- Ensure full compliance with charity and statutory requirements.
- Actively participate in the overall strategic modelling for the charity.
- Develop a proactive, high-performing finance function that adds strategic value across the organisation.

