

**action
mental
health**

**Supporting Minds,
Changing Lives**



Head of Finance
Information Pack

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Cover picture: Wet felt design by participant in Action Mental Health Eating Disorder Support creative course 2024

Introduction

Dear Candidate

Thank you for your interest in the role of Head of Finance at Action Mental Health. I appreciate you taking the time to learn more about our organisation and this very important role.

Action Mental Health has been supporting people across Northern Ireland on their journey to positive mental health for over 60 years. From our beginnings in Downpatrick to our current presence across the region, we have grown into a diverse, ambitious organisation delivering counselling, therapeutic, employability, wellbeing and community-based services to children, young people, adults and families.

Central to everything we do is a commitment to quality, compassion and reducing the stigma that still surrounds mental ill health. That passion and commitment extends from the people delivering our services on the frontline, right through into our business support team.

The Head of Finance is a key member of that team. This post carries responsibility for ensuring Action Mental Health has robust financial systems, processes and reporting that give the management team, CEO, Board and the charity's funders assurance that it is well run and well governed.

We are looking for an experienced finance practitioner who actively values and supports mental wellbeing too. In return, we offer the opportunity to make a meaningful impact within a well-established organisation, working alongside committed colleagues who are passionate about making a difference. We are working with our recruitment partners Engage on the role, and they will be happy to answer any questions you might have in the first instance.

I hope this information pack gives you a sense of our purpose, our services and our ambition. If you feel inspired to be part of our journey, we would be very pleased to receive your application.

Ingrid Gallen

Director of Business Support



Who we are

Action Mental Health: A charity Supporting Minds, Changing Lives across Northern Ireland.

Action Mental Health is one of Northern Ireland's leading mental health charities, dedicated to improving the lives of people of all ages through specialist services that strengthen wellbeing, build skills and support recovery. For over sixty years, we have been at the heart of our communities, providing counselling, resilience programmes, training, and employability support that help individuals gain confidence and move forward with hope.

We deliver a wide range of practical, evidence-based services - including therapeutic counselling for children, young people, adults and families; emotional wellbeing programmes in schools, colleges and universities; and vocational training, accredited qualifications and employment support for those seeking new opportunities. Our teams work with people living with mental health challenges, long-term conditions, chronic pain and eating disorders, as well as employers and community partners, ensuring individuals can access the right support at the right time.

We believe in early intervention, empowerment and creating opportunities for real, lasting change. Every day, we work to reduce stigma, strengthen resilience and improve wellbeing across Northern Ireland.

Together, we can support minds and change lives.



What we do

Counselling

Action Mental Health provides high-quality counselling, with friendly and professional services for children, young people and adults. Thanks to the support of our funders and donors, our services are provided free of charge to our clients.

Adults

Action Mental Health offers counselling services to adults in our North and East Belfast premises as well as through outreach locations across the BHSCT and SEHSCT areas.

HOPE schools counselling

Action Mental Health works with the Education Authority to provide the HOPE counselling service in post primary Mainstream Schools and Special Schools/EOTAS. We provide individual and group counselling/therapy as well as drop-in sessions during the school year.

Postvention (supporting those impacted by suicide)

Action Mental Health offers support to families and communities (including sporting, youth, community clubs) impacted by suicide in the South Eastern and Belfast Trust areas who have been impacted by suicide.

Counselling for children and young people

Action Mental Health provides counselling services to children and young people in our North and East Belfast premises as well as through outreach locations in the SEHSCT area. We work in a child-centred way and different approaches are used depending on the age of the child or young person and the specific issues or difficulties they are experiencing.



“

Action Mental Health has changed my life for the better, I wake up each day with a purpose and love coming to the classes and have made new friends.

Client in Foyle

”

“

The service is a life saver literally as it gives me something to look forward to each day.

Client in Antrim

”

“

Attending the service has helped to improve my independence. It gives me a sense of achievement.

Client in Downpatrick

”



Mental Health Recovery and Employability

Our Mental Health Recovery & Employability service operates from 10 locations across Northern Ireland, offering a range of programmes to support clients on their recovery journey. Through our New Horizons and SkillSET programmes, clients can learn new skills through personal development courses, accredited training and creative activities, while also connecting with others to build confidence and resilience.

When the time feels right, we support clients to take the next step, whether that is further training, volunteering or employment.

Workable (NI)

Action Mental Health is one of seven partners within the Supported Employment Solutions consortium that helps people with disabilities and health conditions get back into employment. Under the auspices of the Department for Communities, the Workable (NI) Programme is delivered by SES partners Action Mental Health and Cedar, along with Mencap, Orchardville and NOW – both social enterprises for people with learning difficulties and autism; RNIB and RNID.



Schools & Community Wellbeing

We offer a range of mental health awareness programmes tailored for children and young people, as well as key contacts in schools, community groups, church groups and sports clubs. These programmes help young people understand how to look after their mental health, build emotional awareness and resilience, and know where to find support when they need it.

Our programmes include Little Healthy Me (P1 – 4), Healthy Me (P5 – 7), Healthy Heroes (P7), Provoking Thought for Young People (secondary schools), Mindset, Provoking Thought, Mental Health First Aid, safeTALK (suicide alertness training for ages 15+) and ASIST – Applied Suicide Intervention Skills Training (ages 18+).

We also provide specialist support to schools and communities in the Southern Trust through our Eating Disorders Support team, and in the Western Trust through our Pain and Condition Management team for people living with chronic pain conditions.

OUR Generation

The OUR Generation project is a project that provides a unique opportunity for communities, north and south of the Border, to work together to halt the intergenerational impact of trauma and to build emotional resilience and peace for generations to come. *(A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body 'SEUPB').*

Workplace Mental Health Training and Consultancy

We provide specialised mental wellbeing training and consultancy to tackle workplace mental ill-health. 1 in 5 NI employees are living with a diagnosed mental illness and mental ill health continues to be the leading cause of long term absence from work. Our evidence-based prevention and early interventions are designed to equip NI workplaces with the tools to improve employee wellbeing, decrease staff absence and turnover, and create a thriving workplace.



Eating Disorders Support

At Action Mental Health, we provide one-to-one support services to people living with eating disorders throughout the Southern Health Trust area, including their family and carers.



Men's Shed

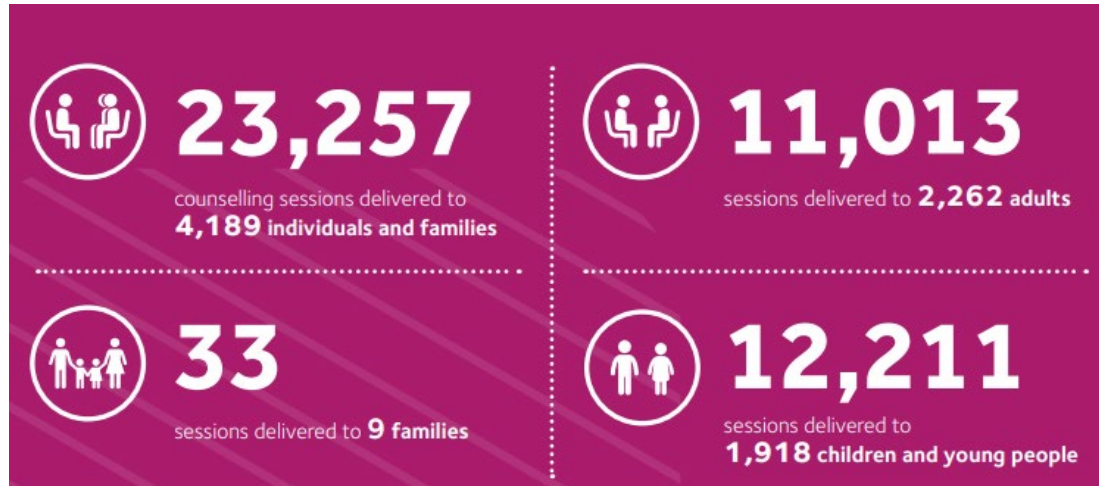
A project for men aged 50+ to share skills, socialise and connect with their wider community. Men's Shed brings together men to share their skills, have a laugh and a cup of tea while working on practical activities of their choice.

Managing the Challenge

Most people with a chronic pain condition see a healthcare professional for as little as five hours per year. Our evidence-informed self-management programme helps them to support themselves in the remaining 8755 hours in the year.

Our Impact in 2024/25

Counselling with Action Mental Health



Schools and Community

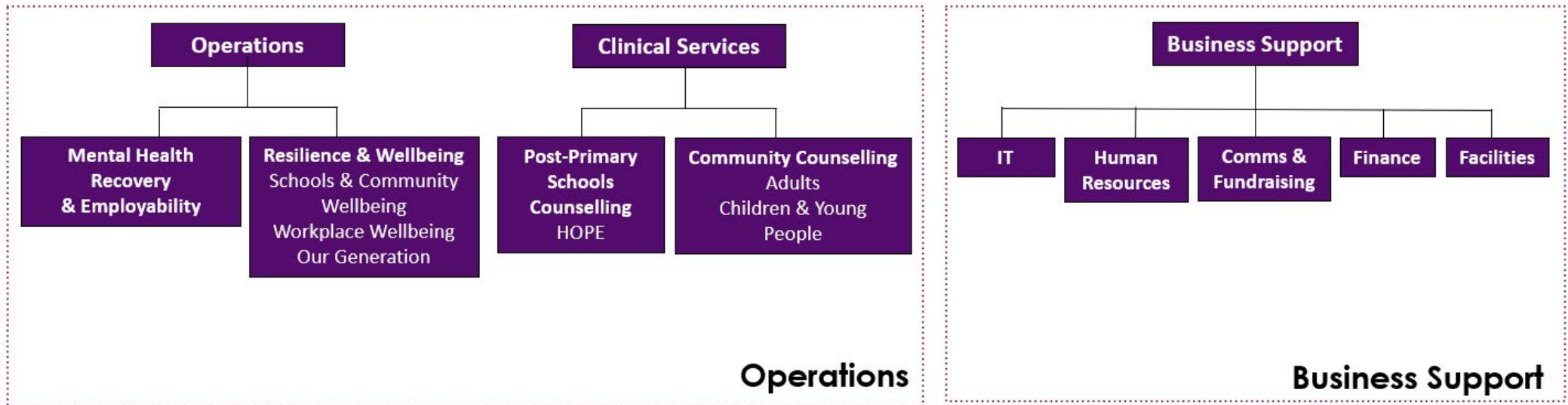


Mental Health Recovery & Employability



How we're organised

Action Mental Health Structure



Strategy

Vision statement

“A society which actively values and supports people on their journey to positive mental health.”

Mission statement

“To make a positive difference to people’s mental health and wellbeing.”



Financials

Below is a snapshot of our latest published annual income and expenditure report for March 2025. If you are reading online, you can click on the links below to access the last three years' annual accounts for more detailed information.

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2025 £	Total Funds 2024 £
INCOME AND ENDOWMENTS FROM:					
Charitable activities:					
Grants & contracted funding:	3				
- Rehabilitation programmes		4,026,123	-	4,026,123	4,095,012
- Welfare and education		841,739	81,439	923,178	854,995
- Therapeutic services		1,648,386	-	1,648,386	1,094,470
Other employment income	4	210,902	-	210,902	234,385
Contribution from trading activities:	4				
- Rehabilitation programmes		-	13,065	13,065	25,688
Donations and legacies	5	7,000	297,712	304,712	264,123
Gain on disposal of assets	6	-	1,127,907	1,127,907	-
Other activities	7	-	180,920	180,920	124,374
Investments	8	-	105,562	105,562	31,143
TOTAL INCOME AND ENDOWMENT		6,734,150	1,806,605	8,540,755	6,724,190
EXPENDITURE ON:					
Charitable Activities					
- Rehabilitation programmes	9	3,885,201	-	3,885,201	4,311,484
- Rehabilitation exceptional costs		-	-	-	267,763
- Employment services		245,934	-	245,934	233,805
- Welfare and education		1,098,583	132,676	1,231,259	1,093,664
- Therapeutic services		1,795,667	-	1,795,667	1,357,243
Raising funds	10	-	169,031	169,031	118,934
Other	12	-	28,064	28,064	36,097
TOTAL EXPENDITURE		(7,025,385)	(329,771)	(7,355,156)	(7,418,990)
NET (EXPENDITURE)/INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES					
		(291,235)	1,476,834	1,185,599	(694,800)
NET (LOSSES)/GAINS ON INVESTMENTS					
Realised gain on investments		-	-	-	131,724
Unrealised (loss)/gain on investments		-	(60,655)	(60,655)	230,070
NET (EXPENDITURE)/INCOME BEFORE TRANSFERS		(291,235)	1,416,179	1,124,944	(333,006)

Annual Report March 2025

Annual Report March 2024

Annual Report March 2023

Meet the Team



Chief Executive
David Babington

David is Chief Executive, a role he has held since 2010. He leads its 250 staff across 14 locations, overseeing counselling services and tailored training while promoting the organisation and its long-term sustainability.

Previously, he advised major retail clients as a consultant at Cherton Enterprises and led a large-scale resettlement programme for the Ministry of Defence.



Director of Operations
Audrey Allen

Audrey Allen has dedicated 35 years to Action Mental Health and, in her current role since 2012, has led operational teams across Recovery and Employability, Wellbeing, and Counselling. She is committed to delivering high quality, person-centred mental health services across Northern Ireland.



Director of Business Support
Ingrid Gallen

Ingrid is an FCA chartered accountant with over 30 years' experience of managing public finances in a variety of sectors. She trained with PwC and has been with Action Mental Health since 2009 supporting growth and development both internally and through the medium of partnership working with some of NI's largest charities. She was previously a Director on the Board of RNID.

Board Members

Susan Ella Cooke	Paul Frederick Corr	Angela Craigan	Leeanne Violet Fleck	Roisin Kelly
Henry William Robert Kohner	Dr Gerard Lynch	Jonathan McAdams	Damien Patrick McAuley	William Allen McKeown
	Kevin Michael McParland	Jonathan Morgan Fergus O'Brien	Roger John Pannell	

Job Description

Job Title	Head of Finance
Responsible to	Director of Business Support
Accountable to	Chief Executive Officer
Hours	Full time 35 hours per week (28 to 35 hours per week negotiable, pro rata'd)
Location	Head Office, 27 Jubilee Road, Newtownards BT23 4YH Hybrid working is available
Salary Scale	Starting salary £44,932 (on scale £44,932 to £52,149) 6% employer pension contribution (5% employee contribution)
Contract	Permanent
Annual Leave	38 days (inclusive of customary and closure days)
Employee Benefits	Bupa Cash Plan Death in service (4 x salary) Income protection

Purpose

The purpose of the Head of Finance is to lead and manage the delivery of the organisation's day-to-day financial activities, ensuring robust financial systems, processes and reporting are in place. The postholder provides accurate, timely financial information and supports effective organisational decision-making, while maintaining compliance with policies, funder requirements and audit standards.

The role also ensures strong financial oversight across services and projects, supporting staff with financial responsibilities, managing cash functions, and liaising with external funders and auditors. It includes leadership of finance staff, promoting development and performance, and contributing to the organisation's wider strategic and operational effectiveness.

Key Responsibilities

Management of the Financial Systems, Processes & Information.

- Supervise month end procedures and prepare monthly budget reports and management accounts including variance analysis.
- To ensure that the finance system is being used effectively and efficiently.
- To provide financial information and data as required for the effective management of Action Mental Health.
- To be proactive in any future development of financial systems and to ensure that financial policies and procedures continue to be in line with funder requirements.
- Management of the purchase ledger, sales ledger, payroll, petty cash and cash process ensuring accuracy of coding, recording and ensuring prompt payments and receipts.
- Check and ensure completion of all control account reconciliations on the balance sheet on a monthly basis.
- To ensure that all monthly or quarterly project claims are completed accurately on a timely basis and to support any external verification of the same.
- To carry out duties as required in relation to the control, operation, maintenance and future development of financial systems both computerised and non-computerised.
- To assist in the preparation of year end statutory accounts and to provide support during the year-end financial audit.
- Assist with the preparation of budgets.

Management of the Cash and Investment Function

- To ensure that all bank accounts are reconciled to the finance system on a monthly basis.
- To oversee the processing of all cash functions including lodgements, payments and petty cash in accordance with Action Mental Health financial procedures.
- To oversee the ongoing monitoring of cash and investment holdings.

Support to Service Staff undertaking Financial Functions

- Supervision of month end financial returns from all Services and Projects liaising with the appropriate manager ensuring accuracy and timeliness of returns.
- Support and monitor the administrative and financial functions carried out at Service and Project level. This is to include Head Office staff.
- To assist in the training of staff involved in the administrative and financial functions carried out at Service and Project level.
- To ensure that all Service and Project staff with financial responsibility are operating in line with organisational policy and procedures.

Liaison with external bodies

- To coordinate all audit and verification visits.
- To liaise with external funders and agencies when appropriate.

Staff Support and Development

- To provide effective leadership and front line management support to finance staff to ensure finance reporting deadlines are met in a timely and accurate manner.
- Undertake performance management processes for Finance staff in line with Action Mental Health's Personal Development (PDR) Process.
- To support staff development and on-the-job learning through person centred coaching and mentoring.
- To provide the kind of environment that promotes staff commitment, motivation and development.

In addition to the above duties the postholder will be expected to be flexible in discharging these and any other additional tasks as may be reasonably assigned according to the changing priorities of the organisation and developing stakeholder needs. In the absence of the Director of Business Support the postholder may be required to provide support to the Finance Committee and deputise on all financial matters.

Person Specification

Essential Experience and Qualifications

- RQF level 5 Diploma for Accounting Technicians or equivalent full /part qualification of a recognised professional accountancy body.
- Experience of operating a fully integrated accounting package to final Trial Balance and management accounts stage.
- Experience of cash management including bank reconciliations.
- Experience of payroll processing or management.
- Experience of staff management.
- A full current driving licence and access to a car, or alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.

Essential Attributes

- Able to demonstrate a high level of knowledge and experience in the use of Microsoft Office, email and general computer literacy.
- Proficiency in undertaking a range of secretarial and administrative support activities.
- Proven ability to maintain accurate and timely records.
- Trustworthy with a commitment to confidentiality, security and health and safety
- Excellent communication skills.
- Ability to work flexibly, conscientiously and use own initiative to meet deadlines.
- Ability to demonstrate alignment with Action Mental Health's core values and organisational behaviours.

Desirable Criteria

- Experience of project funding.

How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 6 July 2026**. Applications should be made by email to: **apply@engageexec.co.uk**

Contact Patrick Minne on 07792 509003 patrick@co3.org.uk if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Action Mental Health is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 6 July 2026

First Interviews

Wednesday 15 and/or Thursday 16 July 2026

Second Interviews (may include a seen or unseen task)

Wednesday 22 July 2026





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Changing Lives**

Please address any enquiries relating to the advertised position to Action Mental Health's recruitment partners:

Patrick Minne



Tel: 07792 509003
Email: patrick@co3.org.uk

Enquiries unrelated to this recruitment can be addressed to:

Action Mental Health

Head Office
27 Jubilee Road
Newtownards
Co Down
BT23 4YH

T 028 9182 8494

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Guarantee NI005568