



We help socially excluded,
vulnerable and homeless
people to live independent
and fulfilling lives

Candidate pack for Director of Finance

Welcome

Thank you for your interest in joining our fantastic team at Transform Housing & Support and becoming our next Director of Finance.

What makes Transform so special is the commitment and compassion of our people. Our colleagues and trustees share a deep belief that everyone deserves a safe home and the opportunity to thrive, and this belief shapes every decision we make. We put our clients at the heart of everything we do; it is a defining feature of our culture and a key part of our continued success.

This is an important appointment for Transform. We are a purpose-led organisation with strong foundations, an ambitious Board and a clear commitment to supporting people to live independent and fulfilling lives. Our next Director of Finance will play a vital role in ensuring that our financial stewardship, governance and decision-making are as strong and effective as the services we provide.

We are investing in our Finance service, with a new structure and finance system designed to reduce manual processes, strengthen resilience and enable a more efficient, forward-looking service. This is an exciting opportunity to lead this transformation, build a high-performing team and shape a Finance function that is well positioned to meet our current and future needs.

I am looking for a finance leader with a commercial mind and a social heart. You will be technically credible, pragmatic and considered, while also able to spot opportunities, clearly explain the implications of decisions and help us make confident, sustainable progress.

Just as importantly, this is a leadership role. I am looking for someone who can be a positive force for the finance team; a thoughtful listener who can bring people together, create clarity and support colleagues through change. You will champion your team while recognising that finance is a collaborative partner to the whole organisation. That means working openly with peers, providing a responsive service and helping colleagues use financial insight to make better decisions for our clients. Myself and your peers, are open, supportive and driven to do the right thing for our clients and colleagues and we will support you to be the very best you can be.

There is a genuine opportunity to shape the future here as we consider how we can improve and potentially grow. You will work closely with the Executive Team and Board, to contribute to our longer-term ambitions and lead improvements that will strengthen how we operate. You will also be part of an organisation where values matter, and where empathy, respect and sound judgement are essential. If that combination of purpose, leadership and opportunity appeals to you, I hope you will consider applying. Lastly, I will be very happy to speak with you about the role and Transform.

Yours sincerely,



Carl Brazier
Chief Executive



About us

Transform has been providing homes and support since 1972. As a registered charity and provider of social housing, we work with people who are homeless or at risk of homelessness, combining accommodation with housing-related support, advice, life-skills development and routes towards greater independence. Our work is rooted in the belief that everyone deserves a safe home, the opportunity to thrive and the support to build an independent life.

Transform serves communities across Surrey, West Sussex, Berkshire, and South West London. Our purpose is to enable people to live independent and fulfilling lives.

Our values are:

- Respect
- Empowerment
- Responsibility
- Excellence

The Director of Finance is a key member of the Executive Team, reporting to the Chief Executive. The postholder will provide strategic financial leadership and assurance, ensuring that Transform has the financial insight, controls, systems and long-term planning needed to deliver excellent services and sustainable growth.

The role combines strategic financial leadership with the opportunity to strengthen governance, reporting and controls and build a high-performing finance team. It will also play a leading role in the renewal of Transform's finance system as part of a wider systems programme.

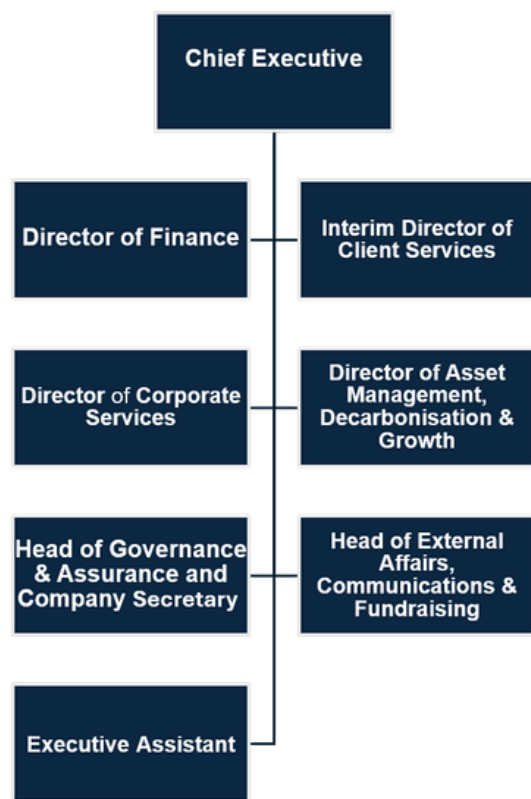
The Director of Finance will be a trusted adviser to the Chief Executive, Board and Executive Team, helping to turn strategic ambition into disciplined, well-informed decisions. They will bring people with them through change, maintaining a calm, practical and inclusive leadership style.

This is a role for a finance leader who combines technical credibility with visible, compassionate leadership, someone who can bring clarity, confidence and momentum to a finance function, work constructively with colleagues and Trustees, and help shape Transform's next chapter.

Find out more about us:

[Transform Housing & Support](#)
[Financial accounts](#)

Executive Team



Client members of Transform’s Client Experience & Impact Committee

Job description

Job title:	Director of Finance
Reports to:	Chief Executive
Direct reports:	Head of Finance x2 and other employees as required

Role purpose

As a key member of the Executive Team, the Director of Finance will provide strategic financial leadership to ensure the organisation's long-term sustainability, growth, and ability to deliver excellent housing and support services. The role combines responsibility for financial stewardship with a proactive focus on value for money, risk management, and commercial insight.

Main responsibilities:

Strategic Leadership

- Provide expert financial advice and insight to the Board, Chief Executive and Executive Team, enabling robust decision-making and effective oversight.
- Lead the development of long-term financial strategies and business plans that align resources to the organisation's mission, objectives and priorities.
- Drive a strong culture of financial discipline, accountability, and risk awareness across the organisation.
- Actively contribute to shaping organisational strategy and culture as a member of the Executive Team.

Financial Strategy & Performance

- Lead strategic financial planning, budgeting, forecasting and reporting, ensuring resources are deployed effectively to maximise impact.
- Oversee financial modelling, investment appraisal and commercial analysis to support growth, diversification and sustainability.
- Ensure treasury management, loan financing, and lender relationships are proactively managed to safeguard financial resilience.
- Monitor and manage financial covenants, ensuring compliance and early risk mitigation.

Governance, Assurance & Compliance

- Ensure robust systems of financial control, reporting and compliance with all statutory, regulatory and funder requirements.
- Oversee pensions administration, ensuring all legal and regulatory obligations are met.
- Ensure appropriate and cost-effective insurance arrangements are in place and regularly reviewed.
- Lead relevant internal and external audit processes, providing assurance to the Audit & Risk Committee and Board.
- Embed value for money principles and ensure procurement policies support ethical, sustainable and efficient use of resources.
- Lead risk identification and mitigation within Finance, supporting wider organisational governance and assurance.

Business Partnering & Commercial Insight

- Act as a strategic partner to the Executive Team and the Senior Leadership Team, enabling informed decisions on new opportunities and partnerships.
- Ensure the Finance Team provides clear, timely (monthly) and accessible financial information for budget holders to support organisational performance and impact.
- Use benchmarking and financial analysis to drive continuous improvement and value for money.

Leadership & Culture

- Provide visible, values-driven leadership to the Finance team, fostering a high-performing, customer-focused and collaborative culture.
- Promote financial understanding and accountability at all levels of the organisation.
- Role model ethical leadership, stewardship and commitment to the organisation's mission and values.

Core Duties for all Transform Roles

- Embrace Transform's vision, purpose and values by being great team player who leads by example and being an ambassador by promoting Transform externally in all relevant activities.
- Equality, diversity, and inclusion (EDI) - understand and embrace Transform's policy and strong commitment to EDI while carrying out all activity with clients, stakeholders and colleagues.
- Work collectively and collaboratively with Executive and the Senior Leadership Team colleagues to ensure the organisation meets its regulatory responsibilities, taking joint accountability for effective governance and assurance.
- Provide visible leadership in identifying, assessing, and managing risks within your area of responsibility, ensuring that appropriate controls and mitigations are in place, and promoting a strong culture of risk awareness across the organisation.
- Learning and development - be responsible for keeping up to date and identifying and addressing your own learning and development needs, raising these with your line manager where appropriate.
- Taking responsibility for your own safety following the correct procedures to ensure a safe and healthy working environment for yourself and others.
- General Data Protection Regulations (GDPR) - comply with Transform's GDPR legal obligations and policies with respect to data security and information governance.
- Be compliant with Transform's code of conduct, and the professional standards and ethics required for the post.
- Undertake any other responsibilities commensurate with the role.

Person specification

Qualifications

- CCAB, CIMA or equivalent fully qualified accountant.
- Evidence of ongoing professional development.

Knowledge and experience

- Proven track record of senior financial leadership in a complex organisation, ideally at Director or Deputy Director level.
- Experience of developing and delivering long-term financial strategies, business plans and risk management frameworks.
- Demonstrable success in managing relationships with Boards, regulators, lenders and external stakeholders.
- Experience of leading financial planning, treasury management, loan finance and covenant compliance.
- Evidence of embedding value for money, efficiency and continuous improvement across an organisation.
- Experience of leading and developing high-performing teams and driving cultural change.
- Oversight of pensions administration and ensuring legal/regulatory compliance.
- Evidence of ensuring effective insurance arrangements are in place.

Skills and Abilities

- Strong strategic thinker, able to translate financial insight into organisational impact.
- Excellent understanding of financial governance, compliance, audit and assurance.
- Ability to manage complex financial risks, investments and funding arrangements.
- Highly developed communication and influencing skills, with the ability to present complex information clearly to non-financial audiences.
- Strong commercial awareness and ability to balance social purpose with financial sustainability.

Values and Behaviours

- Commitment to always modelling Transform's values.
- Commitment to the principles of diversity and inclusion, treating everyone with respect in a non-discriminatory manner.
- Commitment to the belief that people can be supported to develop and achieve their goals.
- Commitment to efficiency and the need to make sure that every penny of Transform's spend is accounted for and justified.

Key performance indicators:

- **Financial Sustainability** - Delivery of annual surplus/deficit within agreed tolerance, with a robust long-term financial plan approved by the Board.
- **Regulatory & Statutory Compliance** - 100% compliance with all statutory, regulatory and funder requirements; unqualified external audit opinion delivered on time.
- **Treasury & Covenants** - No covenant breaches; effective cashflow, debt and investment management in line with policy.
- **Value for Money** - Delivery of agreed efficiency savings and demonstrable improvement against sector/peer cost benchmarks.
- **Risk & Assurance** - Timely, accurate and accessible financial reporting to Board/Committees; all internal audit recommendations implemented within agreed timescales.
- **Pensions & Insurance** - Full compliance with pensions administration obligations and all insurance arrangements in place, adequate and annually reviewed.
- **Stakeholder Confidence** - Positive relationships with lenders, regulators and auditors, evidenced by strong assurance feedback and continued access to funding.
- **Leadership & Culture** - High levels of engagement and performance in the Finance team; evidence of improved financial capability and accountability across the organisation.



Client from one of Transform's young peoples' services

Terms of appointment

Salary

The salary for this role is c£85,000 per annum on a full-time permanent basis.

Location

Based at the head office in Leatherhead, with hybrid working. The role requires a visible leadership presence with a minimum of two days in the office normally expected, and additional time on-site where the role requires it, particularly as you support the team through this period of change and development.

There will be the need to occasionally travel across Transform's operating footprint.

Pension

Group Personal Pension Scheme with matched contributions up to 6%.

Life assurance of four times salary.

Annual leave

28 days' annual leave plus bank holidays, with the option to buy or sell up to one week's leave each year.

One wellbeing day per year, pro rata.

Additional benefits

Click [here](#) to see additional benefits



Transform's Royal Patron, HRH The Duchess of Edinburgh, with two clients

How to apply

We hope you will consider making an application. To make an application, please click [here](#) with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

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.

Closing date: Friday 2 October 2026

Preliminary interviews: w/c Monday 12 October 2026

Transform Housing & Support panel interviews: Wednesday 4 November 2026



A member of Transform's staff supporting a client with a craft activity