



Your journey. Your way.



Our story

We are **Penumbra Mental Health**, a pioneering charity providing dedicated services for people with mild to serious and enduring mental ill health.

We support people on their journey to better mental health, by working with each person to find their own way forward. The power of people's lived experience enables us to deliver pioneering services which transform lives.

From being there for people in crisis to suicide prevention, supported living to self-harm management and peer support. We are with those we support every step of their journey to a better place. People's experiences are at the centre of everything that we do. **We champion peer workers**; they know that recovery is possible, because they've been there too.

Of course, **everyone's journey is different**, so we work with people to identify, believe in, and reach their goals, whatever they may be. Often, it's about hope, but we know that's not always easy for people to hold on to. And so, when times are tough, we hold it for them, keeping it safe - just until the time is right.

You see, Penumbra has always been about people; listening and learning, challenging, encouraging and enabling. It's why we're trusted to provide services across Scotland, supporting thousands of people every month, because when people need us, we're there.

Our vision is that people live with positive mental wellbeing and can easily access the best support when they need it.

Our mission is to provide exceptional mental health and wellbeing support and activities, guided by people's own lived experience, their recovery journeys and their hopes and aspirations.

We live and breathe our values

- 🌀 Compassion: we will listen and respond with hope, kindness and respect
- 🌀 Courage: we will do the right thing, standing up for people, their rights, wellbeing, and recovery
- 🌀 Curiosity: we will explore, reflect, learn and adapt to create solutions that are best for people's wellbeing
- 🌀 Collaboration: we will work with those who share our vision and values

penumbra.org.uk

✉ **enquiries@penumbra.org.uk** ☎ **0131 475 2380**



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health



With every
conversation, you
have the potential to
spark real change
for people

Jamie



12,649

The number of people we supported
in 2022/23

579

Colleagues working
across Scotland



26%

Of our colleagues are employed in
peer support roles

92%

Of our colleagues feel proud to work
for Penumbra

77

Services across



23

Health and Social Care Partnership
areas



95%

Of people said that Penumbra had a
positive impact on their lives

93%

Of people we asked agreed
Penumbra treats people with
respect and compassion

92%

Of our partners say our teams
recognise equality and diversity

Welcome

Want to spark real change?

First of all, thank you for being interested in joining the Penumbra Mental Health team. We pride ourselves on being a great place to work where colleagues have space to grow and thrive. And we're always looking for kind people like you who share our values and who want to spark real change.

You might already be working in a supporting role and looking to expand your skills into mental health recovery, or you might be looking for a new challenge altogether. Maybe you're looking for a career where you can use your lived and living experience to support others on their journey (did you know 26% of our colleagues are employed in peer roles?).

Whatever your career or life experience, you're in the right place if you want to make a difference and build your working life around meaningful connections with people who will inspire you every single day. Our promise to you? We can offer you a salary above the living wage, a tonne of employee benefits, and space to grow your skills and qualifications in a supportive and creative team. Don't just take our word for it, click on the images below to hear from our colleagues, Jamie, Martin, Nick and Jodi.

We know that applying for a new role can be daunting. That's why we encourage applications from everyone even if you're not sure if you meet all the person specifications. What's important to us are your values, kindness, willingness to learn, and your passion for quality mental health support.

We hope you find everything you need in this application pack. If you have any questions, you might want to check out our [careers page](#) where you'll find some FAQs and interview tips.



penumbra.org.uk

✉ **enquiries@penumbra.org.uk** ☎ **0131 475 2380**



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

Advertisement

Head of Finance

Location: Flexible - Hybrid working with regular attendance at Edinburgh Office

Salary: £50,409 - £55,332 per annum

Full time (37.5 hours p/w) – Permanent

If you are looking for a rewarding career and to work within an epic team that will help you grow and thrive, then you have come to the right place. Working within our Finance Team you can start your day knowing what you do really does make a difference!

The Head of Finance leads delivery of our finance strategy across the organisation, working in partnership with other members of the Senior Management Group. The post-holder will lead the finance department, providing advice and support to all staff.

The jobholder is expected to have a 'customer first' approach, whether for external or internal customers, and to apply an attitude of continuous improvement at all times.

As a mental health charity, we really value the wellbeing of our staff. That's why we want you to know that you'll be joining a friendly team, who will give you a supportive environment to help you thrive in your role, including all the training you need to feel confident and equipped.

We can offer you a tonne of employee benefits, and we can promise you'll be inspired by some pretty amazing humans every single day. We will support you on your own career path; developing new skills, accessing formal and informal learning experiences and providing opportunities to put your continual progress into practice.

penumbra.org.uk

✉ **enquiries@penumbra.org.uk** ☎ **0131 475 2380**



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

Job Description

Head of Finance

Service:	Finance Team
Responsible to:	Director of Finance
Salary:	£50,409 - £55,332 per annum
Working hours:	37.5 hours per week
Location:	Flexible - Hybrid working with regular attendance at Edinburgh Office
Closing:	Friday 20 th June 2025 at 7pm
Interview:	Monday 30 th June 2025

Job summary:

The Head of Finance leads the delivery of our finance strategy across the organisation.

Main duties and responsibilities

1. Maintaining the finance system, both for Penumbra and our subsidiary Penumbra (Trading) Ltd. This work involves:
 - Managing the Finance Department staff, so that they contribute effectively to the work of the department.
 - Ensuring that the monthly Payroll is run on time, and is checked to verify its completeness, accuracy and compliance with our procedures.
 - Checking that all staff expenses have been correctly processed, on time and in accordance with our procedures.
 - Ensuring that all subsidiary ledgers are up-to-date and closed out before monthly Management Accounts are prepared.
 - Creating, amending and deleting as necessary all nominal ledger Standard, Recurring and Reversing Journal Entries.

penumbra.org.uk

enquiries@penumbra.org.uk **0131 475 2380**



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

- Reviewing all balance sheet reconciliations.
 - Ensuring that critical payments are made on time, including Inland Revenue and Pension payments.
 - Completing all month-end processes.
2. Reviewing monthly management accounts, including:
 - Investigating reasons for major variances against budget and commenting on the results.
 3. Preparation of the annual budget, including developing individual cost centre and area budgets.
 4. Preparation of external reports for funders.
 5. Preparation of finance models for new business opportunities and tenders.
 6. Maintaining the operation of Penumbra's bank accounts, including:
 - Opening and closing of bank accounts and obtaining revised schedules of authorised cheque signatories
 - Authorisation of BACS transfer payment requests
 - Managing the treasury of funds
 7. Preparation of the statutory accounts and managing the year end audit.
 8. Liaising with external auditors.
 9. Providing training on financial systems and procedures for all relevant staff.
 10. Line management of the Finance Team
 11. Attending the Finance Risk and Audit Committee meetings
 12. Any other ad hoc duties as requested by the Finance Director.

Person specification

Education/ Qualifications/ Training	Desirable <ul style="list-style-type: none"> • Member of a CCAB accountancy body • Holds a degree in a relevant subject.
--	---

Experience	<p>Essential</p> <ul style="list-style-type: none"> • Has experience in managing a staff team. • Has experience in preparing management accounts and reconciliations, and presenting to senior management. • Has experience of using an integrated financial accounting system, such as Access Financials or equivalent. <p>Desirable</p> <ul style="list-style-type: none"> • Has previous experience of working in the voluntary sector, with an understanding of the issues involved in providing support to service users, whilst also satisfying the expectations of our funders. • Has previous experience on preparation of accounts in accordance to Charity SORP FRS102.
Core Competency - Working with Others	<p>Essential</p> <ul style="list-style-type: none"> • Builds good working relationships with team members and colleagues throughout the organisation. • Is reliable and flexible within the team • Leads by example and models organisation values
Core Competency - Learn and Apply	<p>Essential</p> <ul style="list-style-type: none"> • Is able to demonstrate a good analytical ability, through testing the effectiveness of systems and procedures and reporting on the results. • Is able to use and manipulate spreadsheets and management reports. • Is able to improve non-financial managers' understanding and awareness of financial issues and their implications. • Is open to positive and constructive feedback from others. • Learns from previous experience, in order to develop continuously. • Actively identifies on-going learning needs and seeks a range of formal and informal learning opportunities to meet them. <p>Desirable</p> <ul style="list-style-type: none"> • Is able to present reports and proposals.
Core Competency - Communication	<p>Essential</p> <ul style="list-style-type: none"> • Is an enthusiastic and effective communicator, who can work independently and also as part of a team.

	<ul style="list-style-type: none"> • Is able to engage effectively with a wide range of people, both inside and outside the organisation. • Has the ability to set and achieve work goals and targets, with minimal supervision. <p>Desirable</p> <ul style="list-style-type: none"> • Is able to present reports and proposals.
Core Competency - Managing Self	<p>Essential</p> <ul style="list-style-type: none"> • Is proactive in identifying potential problems and works towards finding and implementing creative solutions. • Is open to change in the workplace. • Has the ability to set and achieve work goals and targets, with minimal supervision. • Manages own work life balance and assists others to do the same as appropriate.
Core Competency - Professionalism	<p>Essential</p> <ul style="list-style-type: none"> • Makes a commitment to meeting peoples' expectations, including those of the Directorate, managers within Head Office and Services, and other members of the Finance Department. • Maintains sound ethical and professional standards at all times. • Commitment to Diversity and Equal Opportunities.
Role Specific Competency – Managing People	<p>Essential</p> <ul style="list-style-type: none"> • Adapts style of working appropriately to suit different people and situations. • Delegates effectively and motivationally. • Provides the right resources and information for the team to perform effectively.

Conditions and Remuneration

Salary Package

£50,409 - £55,332 per annum

Holiday

38 days per annum including public holidays, plus an extra day for each years' service, rising up to 43 days after 5 years' service.

Pension

5% employer pension contribution (salary sacrifice). Also offer auto-enrolment

penumbra.org.uk

✉ **enquiries@penumbra.org.uk** ☎ **0131 475 2380**



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

pension scheme.

Benefits

- ✧ Flexible working.
- ✧ Cycle to work scheme.
- ✧ Confidential Employee Assistance Programme.
- ✧ Employee Discount Scheme with Vivup – 100's of lifestyle savings.
- ✧ Payroll Pay with Vivup – pay monthly available across a variety of options including home & electronics, discounted gym memberships and more.
- ✧ Death in Service benefits – 2x annual salary.
- ✧ Full training and professional development.
- ✧ Refer a friend scheme – earn up to £400.
- ✧ Salary sacrifice pension.
- ✧ Additional day of annual leave for each year of service, up to 5 days of annual leave after 5 years of service.

And so much more!

Get in touch

If you'd like an informal chat about this role and working for Penumbra Mental Health, please contact: Charles Sweeny (Director of Finance) at Charles.sweeny@penumbra.org.uk

For more on our who we are visit: penumbra.org.uk

For more opportunities across our teams visit: penumbra.org.uk/careers

Application & Interview Guidance

We know applying for jobs and preparing for interviews can be daunting – but we really want you to enjoy the process. It's a chance for you to showcase all of your skills and learn more about what we do at Penumbra. Everyone is really friendly, and we want your application to be a success!

That's why we have put together these tips, so you know what to include in your application and what to expect at interview.

Penumbra is committed to supporting candidates with disabilities, neurodiverse candidates, and candidates with mental health conditions throughout the recruitment process. We will make any reasonable adjustments required to ensure a fair and inclusive process for all. If you think you require reasonable adjustments, please don't hesitate to contact us at recruitment@penumbra.org.uk.

penumbra.org.uk

✉ enquiries@penumbra.org.uk ☎ 0131 475 2380



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

Application

The application stage allows you tell us about all the great skills and experience you've got to offer, and how they'll help you in the role you have applied for.

In your personal statement, we are looking for the skills outlined in the competencies in the person specification section of this pack. Tell us about a time when you've developed or demonstrated these skills – this could be from your work life or personal life. Using the STAR method outlined below will help to structure your points.

This is also a great opportunity to tell us about your passion for mental health, and remember if you're applying for a peer role, tell us about your lived experience and how you think you could utilise it in the role!

Interview

The interview stage is a chance for us to meet you, and for you to learn more about Penumbra or ask any questions you might have. What will be included in the interview might vary between roles and services (for example, some may include written questions) but this will be explained to you ahead of time.

All of our interviews include competency-based questions. Competency Based questions aim to find out how you have used specific skills in your previous experience and how you approach problems, tasks and challenges.

The competency based questions will be on each of the competencies outlined in the person specification of this pack. We would recommend preparing a few examples of times you have demonstrated each of these competencies in advance. When answering the questions, you should try to stick to the STAR method, outlined below.

STAR Method

The STAR method can be used to structure your answer to the competency-based questions you'll be asked – it helps you to make sure you get all of the important points across. It breaks an answer down into 4 parts:

- Situation** – What was the situation you had to deal with?
- Task** – What task were you presented with as a result of the situation?
- Action** – What action did you take?
- Result** – What was the result of this action, what did you learn from the result?

Here's an example of the STAR method in use:

Question

Tell me about a time you had to deal with a conflict. How did you handle it?

Answer

- Situation** I was part of a team where one colleague was regularly late for our scheduled meetings, which was causing a lot of frustration amongst the rest of the team.
- Task** I knew it was important someone raised the issue with him in order to keep the team working well, so I took responsibility for handling it.
- Action** At the end of one of our regular meetings, I asked if he had a minute to catch up. I mentioned to him that he seemed stressed, and that he had been late to quite a few of our meetings and explained the impact it was having on the team. I expressed that we all really valued his input at the meetings, and asked if there was anything causing the lateness or if there was anything the team could do to support him. He shared that he was overwhelmed with his workload, and it was impacting his ability to manage his time.
- Result** By handling this conflict sensitively and in a supportive manner, we were able to identify what was causing the issue, and distribute some of our colleague's extra workload amongst the team. This took the pressure off him and enabled him to manage his time more effectively. This in turn meant the team was able to work together more efficiently and we didn't miss out on anyone's input.