



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

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

Head Office | Orchard Brae House | 30 Queensferry Road | Edinburgh | EH4 2HS

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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.



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Advertisement

Finance Manager

Location: Flexible/Hybrid

Salary: £38,324 - £41,305 per annum (£19.65 - £21.18 p/h equivalent)

Full Time – 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!

The Finance Manager will support the Head of Finance, the finance team and the wider organisation within Penumbra on all aspects of finance. They will act as a finance business partner to Senior Operational Managers and the Senior Management Group. The finance manager is responsible for maintaining the finance system and production of management and financial reporting alongside line management and day to day support for the finance team.

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.

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Job Description

Finance Manager

Service:	Finance
Responsible to:	Head of Finance
Salary:	£38,324 - £41,305 per annum (£19.65 - £21.18 p/h equivalent)
Working hours:	37.5 hours per week
Location:	Flexible/Hybrid (may be required to attend our Edinburgh head office)
Closing:	Friday 15 th May at 7pm
Interview:	Monday 25 th May

Job summary:

The Finance Manager will support the Head of Finance, the finance team and the wider organisation within Penumbra on all aspects of finance. They will act as a finance business partner to Senior Operational Managers and the Senior Management Group. The finance manager is responsible for maintaining the finance system and production of management and financial reporting alongside line management and day to day support for the finance team.

Competencies

Skill

Education

- Part or fully qualified with a professional body (CIMA, ACCA, ICAS, ICAE).

Experience

- Experience of managing subledgers (Accounts Payable, Accounts Receivable, Cashbook)
- Experience of Production of Management and Financial Accounts
- Experience of Microsoft Excel and Accounting software
- Experience of data management including the analysis, organising and presenting different types of data ensuring accuracy and confidentiality.
- Proven experience of working effectively with limited supervision.

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- ☞ Experience of producing balance sheet reconciliations
- ☞ Experience of working in partnership with managers to do budgetary reviews and analysis.
- ☞ Experience of assisting in the preparation of finance models for new business opportunities.

Knowledge

- ☞ A good working knowledge of Microsoft packages to include O365, Outlook; MS Forms; Word, Excel, and PowerPoint.
- ☞ Excellent knowledge of producing accurate management accounts.
- ☞ Knowledge of robust financial procedures and systems to deliver an excellent audit.

Responsibility

Financial responsibility

- ☞ Ensure accurate financial information is held in accordance with regulations
- ☞ Providing financial reports and analyses to the SMG and Senior Operations Manager(s), offering insights into budget performance and recommending adjustments as needed.

Supervisory responsibility

- ☞ Provide line management support to direct reports within your sphere of responsibility and other services/programmes where necessary.
- ☞ Ensure the effective management and development of all staff within line management remit.
- ☞ Demonstrate positive leadership and provide direction to your teams.

Decision-making

- ☞ Advise, inform and influence how the day-to-day finance team operates in line with Penumbra's methodologies and external regulatory procedures.
- ☞ Use sound judgement when deciding about the use of resources in order to deliver key objectives within the required timescale and achievement of quality.
- ☞ Work in accordance with Penumbra's policies, procedures and frameworks.

Compliance

- ☞ Delivery of timely and accurate financial information ensuring compliance with all external regulatory, internal policy related and contractual responsibilities.
- ☞ Responsible for Aged Debtors and Aged Creditors, ensuring that all subsidiary ledgers are up-to-date and closed out by the team before monthly Management Accounts are prepared.
- ☞ Comply with OSCR regulations.

Effort

Mental effort

- ☞ Apply problem solving skills when necessary and within the scope of the role.
- ☞ Often working under pressure and balancing multiple demands in complex/changing environments.
- ☞ Managing and prioritising multiple tasks that require different approaches.
- ☞ Analysing financial data and feedback to adapt plans, ensuring they align with Penumbra approaches and statutory regulations.
- ☞ Supporting their team through challenging or sensitive times.

Physical effort

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- ☞ Daily requirement for sitting/inputting at keyboard for a significant part of the working day, with appropriate breaks from VDU when required.
- ☞ The possibility, due to the needs of Penumbra at times, to move between different locations and environments within their area of responsibility.

Focus and concentration

- ☞ The ability to make sound judgements, deal with interruptions and meet tight deadlines.
- ☞ Balance multiple administration tasks whilst maintaining the accuracy of the reports.
- ☞ Analysis of often complex data and feedback to ensure alignment with Penumbra's financial goals.
- ☞ Supporting and participating in internal and external meetings.

Emotional effort

- ☞ Maintain positive leadership and resilience when dealing with colleagues and stakeholders whilst maintaining professionalism and compassion.
- ☞ Upholding a positive image of Penumbra for colleagues and external stakeholders.
- ☞ Maintain professional boundaries.
- ☞ Checking own understanding, questioning to establish information and listening to others.

Flexibility and adaptability

- ☞ Maintain good and proactive relationships with key stakeholders.
- ☞ Adjust workload to meet the ever-changing demands placed on the role enduring the approach remains effective and appropriate.
- ☞ Identifies the key motivation of people and adapts communication styles to suit.

Working Conditions

Environmental conditions

- ☞ Where applicable, performing tasks in diverse environments in Penumbra, and external, offices with key stakeholders.
- ☞ Environments may vary in terms of noise and lighting.

Hazards

- ☞ May involve hazards navigating public spaces when working outside of the office.
- ☞ May involve unexpected situations when working in co-located spaces such as spills and fire alarms.

Work schedule

- ☞ The work will involve a regular schedule though may require a degree of flexibility that extends work outside standard business hours.

Stress

- ☞ Managing and prioritising multiple tasks that require different approaches.
- ☞ Monitoring the stress levels of the Finance team to improve their wellbeing, offering support when needed.
- ☞ Maintain resilience whilst under pressure to maintain a calm presence for the team during crisis situations.

Travel requirements

- ☞ Regular travel within the area of responsibility attending internal and external meetings.

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Behaviours

Taking Responsibility	Take ownership of your work and use your initiative to deliver your objectives and role expectations. Be accountable for your own performance and development by taking responsibility for your actions and decisions.
Building Trust and Respect	Recognise the importance of self awareness and the impact you have on others. Value difference, diversity and inclusion, ensuring fairness and opportunity for all. Be open and listen carefully to the views and opinions of others. Build relationships based on trust, respect, compassion and kindness.
Working Together	Form effective partnerships and relationships with people internally and externally from a range of diverse backgrounds. Work with others to reach a common goal; sharing information, supporting colleagues and seeking expertise, ideas and solutions from others where needed. Actively listen and take on board the views and opinions of others.
Excellence	Seek out opportunities to harness diverse views, talents and ways of thinking among staff and stakeholder groups to create effective change and suggest innovative ideas for improvement. Review ways of working, including seeking and providing feedback to improve services. Demonstrate a can-do and professional attitude.
Keeping it Simple	Communicate clearly and concisely, to ensure the message is understood by all. Actively work to prevent overcomplication or confusion, demonstrating a clear, simple, non-bureaucratic approach to work.

Conditions and Remuneration

Salary Package

£38,324 - £41,305 per annum (£19.65 - £21.18 p/h equivalent)

Holiday

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

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Pension

5% employer pension contribution (salary sacrifice). Also offer auto-enrolment 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.
- ☞ 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: Jaime Foster at jaime.foster@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

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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.

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?

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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.