

Finance Business Partner

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Finance Business Partner

Position in the organisation

Reports to the Senior Finance Business Partner

Line Manages Finance Business Partnering Assistant (where applicable)

Member of our Finance team

Part of our Finance & Assurance directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. Our Finance Business Partners act as operational financial advisors, partnering with our budget holders across the Society to provide insights and recommendations that drive financial performance and confident decisions that support the day-to-day running of the charity. They help build sound financial knowledge and skills with budget holders and act as critical friends.

Positioned as a bridge between Finance and the rest of the Society, this role requires strong influencing and engagement with budget holders to build financial best practice, literacy and confidence. Finance Business Partners listen to and translates the plans of budget holders, bringing in understanding and analysis from the Finance team to ensure a single point of truth, proactively anticipating and responding to the plans of budget holders.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Work with budget holders to provide budgeting, forecasting, modelling, analysis and reporting in line with our policy to provide consistent, high-quality partnership-based advice and reports.
- Work collaboratively with colleagues across Finance to support streamlined, joined up working to improve efficiency or process and clear understanding amongst teams around where accountability sits for a range of financial processes and responsibilities including administration (raising of POs and completion of GRNs, for example).
- Provide coaching and empowerment to budget holders, supporting them to navigate the Society's finances in a way which underpins faster, clearer and more confident decisions in line with budget holders' accountabilities, whilst maintaining a consistent approach across the Society, helping to eliminate unwarranted variation in our business partnering.

- Use storytelling, influencing and creative approaches to presentation and engagement alongside data driven analysis to communicate key finance products, messages and expectations.
- Support the development of the Society's financial literacy and confidence through identifying needs gaps and helping to develop learning programmes in response.
- Build strong relationships with budget holders to understand their objectives and anticipate opportunities and challenges, intervening proactively to address them.
- Ensure integrated relationships with others across the Finance team, particularly other Business Partners and colleagues in Financial Accounting, developing strong feedback and status loops to ensure a single point of truth is communicated.
- Identify cost saving or optimisation opportunities, working closely with Procurement & Sustainability in particular to realise these.
- Work with colleagues in Financial Planning and Financial Analysis teams to help design and deliver intuitive reports and other products which meet the needs of budget holders.
- Support knowledge and best practice-sharing across the Business Partnering team, supporting shared ownership of the business partnering workload, proactively providing suggestions for flexing our resource in response to anticipated need across the year.
- Support Senior Business Partners in identifying key performance metrics and indicators to underpin constant quality and performance improvement across the team. This includes the routine collection of feedback from partners across the Society.
- (Where applicable) Through effective management of our assistants in the team, role-model a high challenge, high support culture with accountability and performance as critical drivers to success, ensuring individual and team development is front and centre of our approach to business partnering.
- Support Senior Business Partners where appropriate to manage the resource and capacity of the team by identifying and anticipating any need to flex our capacity in response to your understanding of budget holders' plans and business need.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.

- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be enthusiastic for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Applications welcomed from CCAB qualified or part qualified accountants (e.g. ACCA, CIMA, CIPFA or equivalent) or those with equivalent demonstrable knowledge. Support with accountancy training will be available to the successful candidate.	A
Effective communication and influencing skills (including storytelling), able to engage effectively at budget holder level across multiple directorates.	I
Capable of working across departmental and hierarchical boundaries to resolve challenges, and building strong, trusted relationships at multiple levels in often complex specialist areas.	A
Experience of working with finance systems and processes, particularly in the context of change, and specific knowledge of working with ERP finance systems, including Unit4.	A
A track record or strong enthusiasm around developing high performing junior colleagues and a passion for supporting learning, career development and performance management.	I
Knowledge of financial planning, budgeting and forecasting processes and tools.	A

Experience of identifying and collecting feedback and other data to inform quality improvement and monitoring the performance of processes or tools.	I
Experience of improving financial literacy and confidence across teams or organisations.	I

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	A
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	A
Delivers effectively to timelines in complex and sometimes ambiguous environments	A
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of diverse perspectives, experiences, and opinions	A
A team player who sees opportunity and energy in working together to solve problems	I

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Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave