

Finance Analyst - 12 month FTC Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

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 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 Analyst – 12 month FTC

Position in the Organisation

Reports to the Finance Planning and Analysis Manager with dotted line to Workforce Planning Lead.

Member of our Financial Planning and Analysis team.

Part of our corporate services directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

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 living with dementia and their carers.

The Finance Analyst will support both the Financial Planning and Analysis Manager and the Workforce Planning Lead during a transformative period. We are undertaking a project to enhance the quality of our workforce data, enabling us to accurately understand and plan our workforce demographics and costs. This data will inform long-term decision-making aligned with our financial planning and people vision.

The role will also support the wider Finance Business Partner team and project resources. This is a fixed-term contract for 12 months.

The ideal candidate will be a quick learner with a drive to keep improving, enjoy solving problems and be comfortable working with data and delivering financial insight.

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

This role will involve supporting the Financial Planning and Analysis team, including:

- **Process Mapping and Refinement:** You'll collaborate with teams across Finance and the wider organization to understand and document workforce-related processes. Additionally, you will work with the project team to refine existing processes and adopt new ones that are robust and provide the necessary data quality insights.
- **Collating and Analysing financial data:** You'll examine historical data and analyse trends to gain insights into the Society's establishment. You may also be involved in data cleanse and migration as part of the new system, as well as post deployment training and support.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.

- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Administer and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Prior experience in a Finance or IT function.	E	A
Strong analytical skills and attention to detail. Capable of using, manipulating and interpreting financial data to answer questions and solve problems.	E	A/I
Effective communication skills, able to explain what financial data means and present verbally and in written form so others can understand.	E	A/I
Proficient with financial software. Experience using Unit4 ERPx or equivalent cloud-based system is beneficial.	D	A/I
Technical proficiency with financial modelling and reporting tools including Excel, PowerBI	E	A/I
Newly qualified or studying towards (ACA/ ACCA/CIMA)	D	

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	I
Desire to learn new skills, enthusiastic with a 'can-do' attitude.	E	I
Self-driven, highly organised with a great eye for detail.	E	I
Able to contribute towards problem solving and process improvement in the team.	E	I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

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