

Soil Association Job Description



Job title	Finance Business Partner – Soil Association Charity
Reports to	Group Financial Controller
Location	BS1 6AD, Bristol, UK with hybrid working (40% office based)
Department	Group Finance
Key relationships	<p>Internal</p> <ul style="list-style-type: none"> • Group Financial Controller • Charity Leadership Team • Group Finance & Resources Director • Budget Holders • Programme Managers • Finance Team Colleagues <p>External</p> <ul style="list-style-type: none"> • Auditors • Funders • Financial System and Reporting Suppliers • Professional Advisers
Job Purpose	To provide strategic financial business partnering, planning, reporting and analysis support across the Soil Association Charity. The role leads the preparation of consolidated management reporting, with the support of Assistant Management Accountant and using inputs from Management Accountant and Exchange Finance Business Partner. Delivers financial insight that supports strategic decision making, financial sustainability and organisational performance.
Job Summary	Working closely with Charity Leadership Team, programme leaders and budget holders, the role will support planning, forecasting, resource allocation and performance management across the charity whilst driving improvements in reporting processes, technology and data accessibility.
Key responsibilities	Strategic Business Partnering



- Act as a trusted financial adviser to Charity Leadership Team, senior managers and budget holders.
- Provide proactive financial challenge and support to improve decision making and performance.
- Support the development and delivery of strategic and operational plans.
- Contribute financial insight to business cases, investment decisions and organisational initiatives.
- Build effective relationships across the charity to strengthen financial understanding and accountability.

Budgeting, Forecasting and Financial Planning

- Coordinate the annual budget process for charity directorates.
- Coordinate periodic forecasting and reforecasting exercises.
- Develop longer-term financial plans and scenario models.
- Identify financial risks and opportunities and support mitigation planning.
- Monitor delivery against agreed budgets and plans.

Group Reporting and Consolidation

- Prepare monthly charity and consolidated management accounts and reporting packs, incorporating data from Finance teams responsible for subsidiary entities.
- Maintain consolidation models and intercompany accounting processes in conjunction with Transactional Finance Manager.
- Complete variance analysis, trend analysis and financial commentary.
- Produce management information that supports organisational decision making.

- Ensure timely and accurate reporting to Charity Leadership Team.

Programme and Funding Support

- Support the development of programme budgets and funding applications.
- Provide financial modelling and analysis for grant applications and bids.
- Review programme financial performance and sustainability.
- Support leaders to understand programme economics and funding implications.

Audit and Financial Stewardship

- Support year-end reporting processes and statutory accounts preparation.
- Prepare audit schedules and supporting analysis.
- Ensure compliance with financial policies, controls and reporting requirements.
- Contribute to maintaining strong governance and financial stewardship.

Reporting Innovation and Continuous Improvement

- Lead the development of management reporting and business intelligence capabilities.
- Drive adoption of Power BI or other equivalent modern reporting technologies.
- Reduce reliance on manual spreadsheet-based reporting processes.
- Develop automated reporting solutions and self-service reporting tools.
- Improve data quality, accessibility and consistency across reporting outputs.

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	<p>Scope and Dimensions</p> <ul style="list-style-type: none"> • Supports all charity directorates and budget holders. • Coordinates the group consolidation process, incorporating reporting prepared by other finance team members. • Support the Group Financial Controller in delivering the Group budgeting and forecasting process.
Safeguarding	Basic DBS check required.
Qualifications	Qualified accountant (ACA, ACCA, CIMA or equivalent) or qualified by experience.
Knowledge and experience	<p>Essential</p> <ul style="list-style-type: none"> • Significant experience of management accounting and financial planning in a charity environment including complex funds. • Experience preparing budgets and forecasts. • Experience presenting financial information to non-finance stakeholders. • Strong analytical and reporting skills. <p>Desirable</p> <ul style="list-style-type: none"> • Experience within the charity sector. • Experience of group consolidations. • Experience supporting grant funded activity. • Experience implementing reporting improvements and BI solutions.
Personal qualities and skills	<p>Skills</p> <ul style="list-style-type: none"> • Excellent financial analysis skills. • Advanced Excel capability. • Power BI or equivalent reporting platform experience. • Strong communication and stakeholder management skills.



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- Ability to explain complex financial information clearly.

Personal Attributes

- Collaborative and relationship focused.
- Curious and analytical.
- Continuous improvement mindset.
- Commercially aware and outcomes focused.
- Strong attention to detail.

Contract type	Permanent
Band	C
Hours of work	Full time - 35 hours per week, 1 FTE
Probationary period	6 months
Notice period	2 months
Holidays	27 days per annum plus bank holidays, increasing with length of service
Produced by	James Broadway
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