



## About you

A desire to provide high quality, insightful analysis to maximise our fundraising and impact.

## What you will do

**You will help deliver high quality financial management which informs decision-making and helps to maximise fundraising income and impact as to how this is spent.**

- Support Finance Lead to provide a comprehensive Finance Business Partnering service to Fundraising and Communication, Advocacy & Activism (CAA) directorates.
- Prepare accurate and timely Management Accounts. Carry out month-end duties to ensure accurate financial reporting, including reviewing numbers, reconciliation of key accounts and posting month-end journals as needed.
- Support on financial planning including forecasting and budgeting. Support on complex areas like legacy income and ensure this is correctly accounted for.
- Provide critical review and interpretation of financial results, value-added analysis and early identification of potential issues or opportunities.
- Problem solves – apply knowledge and judgement to solve complex problems, see things through to the end resulting in positive change.
- Support on Fundraising bids and ad-hoc requests where needed.
- Ensure correct accounting and reporting of Restricted Funds, ensuring they are spent as intended and supporting on reporting to external funders where required.
- Liaise with Central Finance and Finance Ops Team working as part of one Finance Team. Help to identify control weaknesses and propose solutions.
- Ownership of data, spot inaccuracies and make positive suggestions as to how these can be addressed.
- Ensure financial compliance with technical and regulatory requirements including gift aid and Charity commission guidance.

Note: This is a 12-month FTC position.



## About you

A passion for working pro-actively with the non-finance colleagues to improve results.

## What you will bring

- A commitment to improving the lives of people with a learning disability.
- Strong analytical abilities.
- Ability to link financial figures with underlying data.
- Comfortable challenging & supporting others.
- Self-motivated, with a desire to make an impact.
- Ability to communicate financials to non-finance staff.
- Strong team player who thrives on building relationships across the organisation with a desire to understand the needs of your business partner.
- An inquisitive approach which helps to highlight issues / actions.
- Confidence to negotiate with commissioners / funders.

## Your experience

- **Essential:**
- Worked in a finance department providing Management accounting, business partnering or forecasting/budgeting support.
- Experience of working in a fast-paced environment, providing accurate and timely information.
- Strong Excel skills (e.g. pivot tables, basic formulas).
- Excellent interpersonal, presentation and communication skills.
- **Highly desirable:**
- Finance Business Partnering and/or Financial Planning experience. Ideally in a Fundraising or income-generating unit.
- Proven ability to identify and implement process improvements in financial management
- Working towards ACMA / ACCA / ACA qualification, or suitable experience.
- Comfortable working with large amounts of data within a data driven environment.
- Knowledge of Charity SORP and fundraising desirable.

## Who you can expect to work with

Reporting to Finance Lead for Fundraising and CAA

Finance colleagues including Head of Finance

Fundraising and CAA budget holders including Fundraising + CAA director

Other Mencap Teams such as Data, and Business Development

External stakeholders, including Funders and Auditors.



▶ [Click here to listen to what our colleagues think](#)

## Mencap's values and how they apply to this role

We are **Passionate** about making the world a better place

You will be passionate about how we can continue to improve the lives of the people with a learning disability, through being financially sustainable.

We are **Inclusive** of everyone

You will be inclusive by making sure within Finance and wider Mencap, all voices are heard and difference views are listened to.

We are **Brave** we challenge and try new things

You will be brave by encouraging people to challenge when things are not working and empowering them to be part of the solution.

We are **Positive** in our work and with each other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what has gone well and what could be better.

We are **Kind** to everyone

You will be kind and considerate in all of your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work.