# Finance Business Partner – Fundraising & CAA

## 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.

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

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## What you will bring

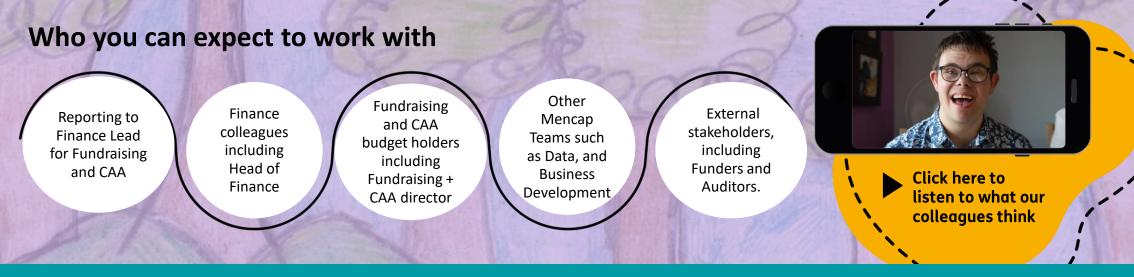
- A commitment to improving the lives of people with a learning disability.
- Strong analytical abilities.
- Ability to link financial figures with underlying data.
- Comfortable challenging & supporting others.
- Self-motivated, with a desire to make an impact.
- Ability to communicate financials to nonfinance 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.
- <u>Highly desirable:</u>
- 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.

### About you

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



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

