

WHAT'S THE ROLE?

FINANCE BUSINESS PARTNER

As a qualified professional, this role partners with budget holders and the wider organisation by delivering a high-quality service to ensure that Prostate Cancer UK has the financial reporting, information, and support to make sound and commercial financial decisions.

THIS ROLE WOULD BE GREAT FOR YOU IF YOU...

- Co-ordinate and prepare central reporting of financial information, including forecasts, budgets, Board KPIs and management accounts
- Provide insight and challenge to business managers including guidance and recommendations to our programmes and assumptions
- Be a “critical friend” to our programmes, offering them support and advice on best finance and procurement practice, proactively contributing to new projects and initiatives to embed strong processes
- Provide objective and professional input on approaches to procurement, advising on contracts to ensure the charity achieves the best value for money. Review draft contracts, assess contractual terms to ensure their sufficiency
- Support programmes across the organisation to monitor their budgets and forecasts in a self-sufficient way
- Ensure budget holders have the tools they require to monitor their expenditure by preparing templates, training sessions, etc. and responding to business need
- Ensure that business information is shared between teams
- Look to constantly improve business processes that affect our financial reporting and monitoring, looking out for new ways of working
- Provide up to date training and support to budget holders, ensuring that our policies are adhered to
- Champion innovation, continuous improvement, customer focus and user engagement for budget holders
- Keep up with best practice and ensure own professional development
- Set up and maintain budget holder information in our finance systems
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE...

- Professional accountant qualification i.e. CIMA, ACCA or ACA accreditation (or any suitable recognised equivalent)
- Excellent analytical skills
- Proven record of preparing financial information for non-finance colleagues
- Proven record of process development and driving improvement
- Proactively build and manages professional relationships at all levels
- Provide insight on complex financial information in a simple way and proactive manner
- Can convey sometimes difficult messages
- Can work in a changing environment and proven experience of robust time management
- Ability to operate under time pressure and to work flexibly and responsively and to prioritise self and team workload to meet team deadlines
- Have experience of preparing financial information (e.g., management accounts)
- Have experience of reviewing commercial contracts
- Have a good understanding of procurement processes
- Intermediate or above Excel user
- Excellent communication skills; both written and oral
- Excellent influencing skills with internal and external stakeholders at all levels
- Customer-focused, innovative, and flexible
- Actively promotes our commitment to equity, diversity, inclusion and allyship.

YOUR ROLE: THE NUTS AND BOLTS

Your line manager:

Head of Finance

Job level:

Band 5 - Senior Manager or Technical Lead

Contract:

Permanent

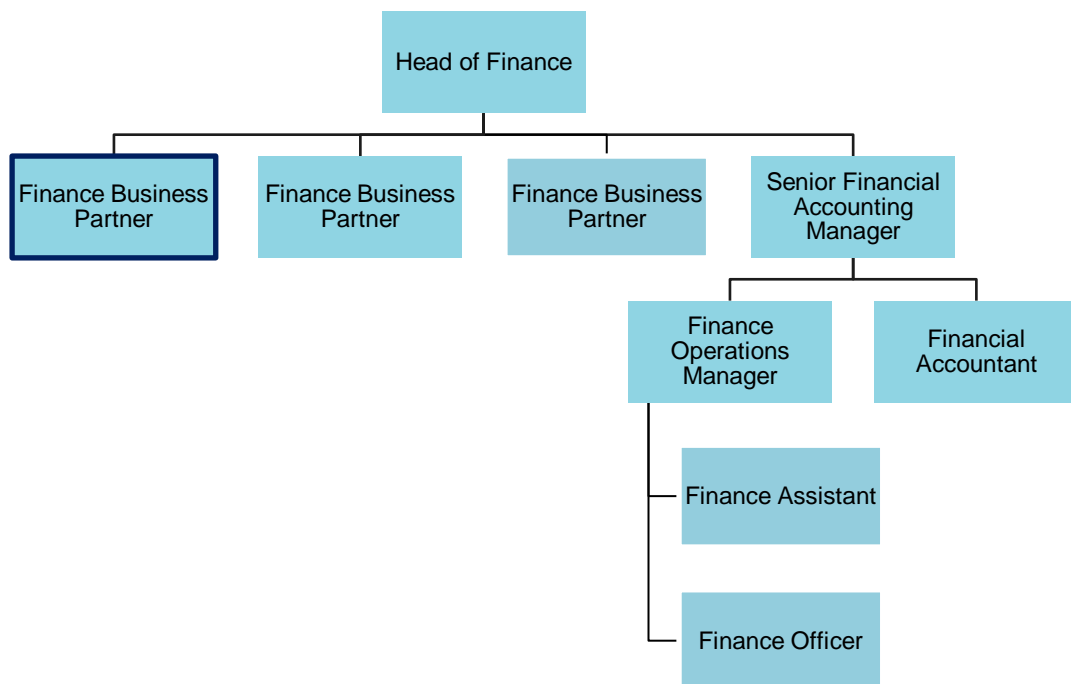
Hours:

Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.

Location:

Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office 10 days a month and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

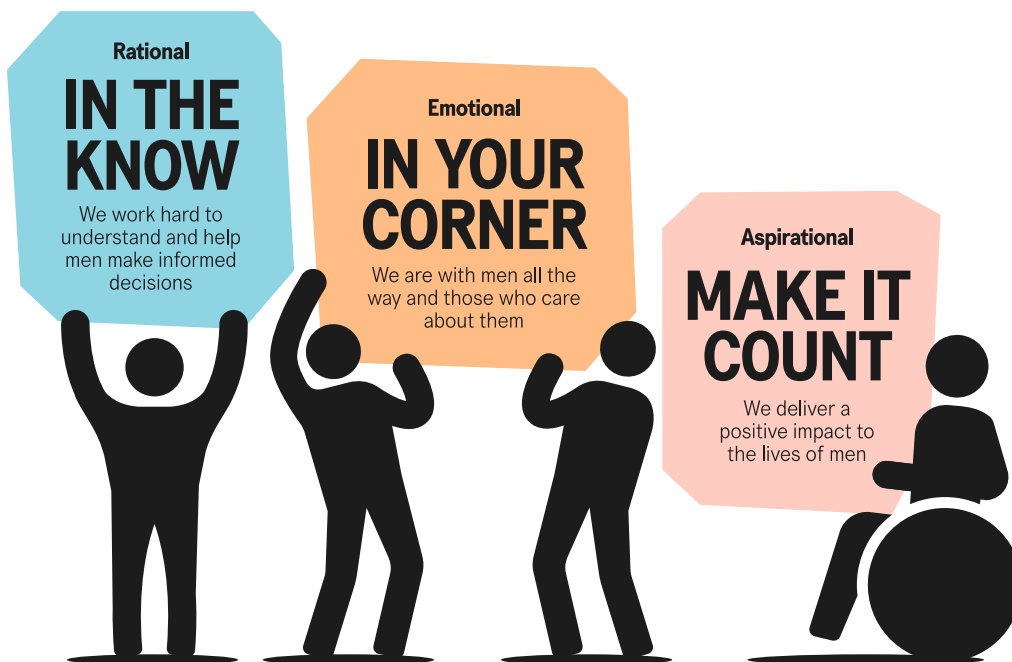


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<p>GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.</p>	<p>GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.</p>	<p>DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.</p>
<p>NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.</p>	<p>OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.</p>	<p>NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.</p>