



**Ambitious
about Autism**

Finance Business Partner

Job description, 2024

Contents

Contents	1
Job description	2
Person specification	4
How to apply	5

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Job description

Job title	Finance Business Partner	Team	Finance
Job band	£46,857 – £55,934 (depending on skills and experience)	Reporting to	Senior Finance Business Partner
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of Finance and Planning

Updated: May 2024

Role purpose

This successful candidate will be responsible for the Business Partnering of strategically important areas across the Group. They will work alongside and develop trusted relationships with budget holders across the organisation, supporting these budget holders to produce and monitor their budgets, forecasts and financial models. The successful candidate will influence and negotiate with senior colleagues and provide technical and strategic insight to ensure that Ambitious about Autism meets its financial targets.

The post holder will also work closely with the other members of the finance business partnering team (two other Finance Business Partners, and a Senior Finance Business Partner) as well as the wider finance team (11 FTE total) to share best practice and develop our processes as we grow as an organisation.

Key accountabilities and dimensions

- To contribute figures and analysis to the monthly management accounts for their departments.
- To ensure that the financial position remains on track, addressing any issues that are identified, agreeing actions with budget holders/ELT where appropriate and working with colleagues to proactively manage any emerging risks or opportunities.
- To partner with non-financial colleagues in key departments in the production of budgets and forecasts, supporting ELT members and budget holders as necessary to ensure that their financial position is in line with organisational targets.
- To provide financial advice and support to projects within key departments and ensure that budgetary implications of projects are understood and dealt with appropriately.
- To support the development of the financial strategy for key departments, influencing senior colleagues as appropriate to ensure financial sustainability and alignment with the organisation's strategy.
- To apply expert financial knowledge, financial advice and guidance to budget holders on finance policies, procedures and best practice, including challenging and influencing thoughts and existing practices.
- To instigate and lead projects to improve and develop internal processes to maximise efficiency and value for money.
- To provide technical advice to colleagues as requested, ie. impact of SORP 2019 and VAT.
- To provide training to staff across Ambitious about Autism so that they have the financial, economic and resource information they need in order to carry out their financial responsibilities.

- To complete ad-hoc pieces of analysis as required.
- Other tasks to support the wider finance team, as requested by the Head of Finance

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equity, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials.
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice.
- Any other duties commensurate with the role.

Person specification

The successful candidate will be a qualified accountant from either practice or industry. The role would suit either a qualified accountant (can be recently qualified) who trained at a top 15 private accountancy firm/equivalent public body (e.g. NAO) or an experienced finance business partner. We are particularly looking for an individual who can rapidly build understanding in a complex new environment and who can work independently, exercising judgement while not under close supervision.

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Qualified accountant (ICAEW/ACCA/CIMA/CIPF)	X
2. Computer literate, knowledge of standard MS Office programmes.	X
3. Numerate and financially literate	X
4. Knowledge and experience of strategic finance & business planning	X
5. Knowledge of the Statement of Recommended Practice (SORP) (FRS102) 2019 or knowledge of an equivalent accounting framework (IFRS or FRS102) and ability to rapidly learn the SORP	X
6. Proven experience of supporting business planning, performance management and reporting processes or equivalent transferable experience	X
7. Proven experience of working effectively with a range of stakeholders	X
8. Proven experience of working on complex projects	X
9. Proven experience of developing, proposing, and managing income and expenditure budgets or equivalent transferable experience	X
10. Intermediate Excel proficiency i.e. pivot tables, conditional lookups/sums, basic data cleansing functions	X
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
12. Ability to plan, manage and deliver work to agreed deadlines	X
13. Excellent communication and presentation skills; ability to communicate financial information to a non-financial audience	X
14. Strong interpersonal skills and the ability to build effective partnerships with other individuals and organisations	X
15. Resilience and able to work on own initiative and as part of a team	X
16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Sunday 2nd June 2024
Candidates informed of outcome of application	W/C Monday 3rd June 2024
Interviews (these will be conducted online via Teams)	W/C Monday 10th June 2024

The interview will consist of one 45 minute Excel-based exercise, followed immediately by one 45 minute competency based interview (with questions sent to candidates beforehand). This may be followed by an unstructured 'meet the team' interview on a later date.

Further Information

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.