



VACANCY PACK

Join us as we lead the search for a cure.



Registered with
**FUNDRAISING
REGULATOR**

**ALZHEIMER'S
RESEARCH UK** **FOR A
CURE**



WELCOME TO ARUK

If nothing changes, one in two of us will be directly affected by dementia – either by caring for someone with the condition, developing it ourselves, or both. Alzheimer's Research UK exists to change that.

As the UK's leading dementia research charity, we're working to revolutionise the way we treat, diagnose, and prevent dementia. But we won't stop there. We will keep going until we find a cure.

Working for Alzheimer's Research UK, you can be part of a team that is:

- Funding world-leading research into dementia across the UK and beyond. Our Research Network brings together nearly 3,000 dementia researchers, to share ideas, collaborate and accelerate our search for a cure.
- Providing information about dementia to people affected and their families.
- Helping to improve understanding about dementia and the potential for research to cure the diseases that cause it.
- Campaigning to keep dementia research on the political agenda and working to ensure government funding for research is a priority.
- Building a social movement behind our cause, inspiring thousands of people to stand with us to find a cure.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work. Our pioneering spirit is reflected in the energy and drive of our employees. As CEO, I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from dementia. We exist for a cure and, together, we will change lives.

Hilary Evans-Newton.

Hilary Evans-Newton
Chief Executive



**Inclusive
Employers
Standard**
Silver
Accreditation 2024





ASSISTANT FINANCE BUSINESS PARTNER

JOB DESCRIPTION

Main Purpose of the Role

Finance business partners (FBPs) enable financially sound planning and decision making throughout the organization. You will do this by spreading financial acumen; telling compelling, data-driven stories to spur action; bridging the knowledge gap between finance and operations; and supporting the wider organisation in their interactions with finance.

As Assistant FBP, you will support the FBP across all of these activities. You will have the opportunity to build management reports and conduct analysis using Jet, Power BI, and any other planning tools the charity acquires. There will be ample support to strengthen your business partnering skills in the role and opportunities to expand your remit to taking full partnering responsibility for defined areas of the business over time.

You will work closely with all areas of the Charity, forming good relationships with stakeholders, providing financial support and analysis and explaining finance processes to non-finance staff. You will have a good understanding of basic accounting and be able to explain concepts to non-finance colleagues in a clear and practical manner.

You will provide organised and timely routine assistance to colleagues around the business on a variety of topics and will be well-informed on Finance team processes to do this effectively.

You will support the Finance Business Partner in facilitating communication and support between Finance and the wider organisation, ensuring that Finance is always at the forefront of any decision making. In a period where Alzheimer's Research UK is looking to continue to grow, you will be key in making sure that financial and other operational impacts are considered at all times.

Key Responsibilities

- Work closely with the Finance Business Partner to support management accounting, budgeting, forecasting and business partnering activities.
- Develop a strong understanding of organisational strategy, operations and financial processes to provide effective financial support, challenge and insight to stakeholders.
- Lead business partnering activities for designated budget areas and projects, acting as a key point of contact for stakeholders.
- Provide clear financial guidance, training and support to budget holders and other stakeholders, improving financial awareness, process compliance and decision-making.
- Analyse financial information, identify trends and variances, and provide meaningful insights and recommendations to stakeholders.
- Undertake agreed month-end activities, applying appropriate judgement to ensure accuracy, completeness and adherence to deadlines.
- Prepare, validate and maintain monthly management accounts, supporting the production of commentary, analysis and performance reporting.
- Support all aspects of the budgeting and forecasting cycle, including preparation, consolidation, stakeholder engagement, analysis and reporting of outcomes.
- Support the development, implementation and continuous improvement of financial controls, processes, systems and documentation, ensuring compliance with organisational requirements and promoting best practice across the organisation.
- Manage competing priorities effectively, delivering high-quality and accurate work within established timescales.
- Provide flexible support across the Finance team, contributing to wider team objectives and priorities as required.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Qualified accountant or equivalent experience.
- Experience in business partnering roles or Finance roles with significant partnering components.
- Ability to build constructive relationships with stakeholders at all levels.
- Working knowledge of accounting principles and practices.
- Proficiency in Microsoft Office, including an advanced knowledge of Excel, with an understanding of functions used to consolidate and confirm internal consistency.
- Experience of using Power BI.
- Excellent attention to detail, accuracy, and numeracy skills.
- Strong organisational and time management skills.
- Strong problem-solving skills and the ability to use sound judgement.

EMPLOYEE BENEFITS

Alzheimer's Research UK would not be able to achieve its vision or accelerate progress towards a cure without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.



Holiday Entitlement

Employees receive 29 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day's leave. There is also the option to buy up to 5 additional days holiday per year buy via salary sacrifice arrangement or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.



Healthcare

Employees are offered **Private Medical Insurance**, a **Health Cash Plan**, **Life Insurance** and **Income Protection**. Our **Employee Assistance Programme** provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.



Sick Pay

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.



Pension

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%. Salary sacrifice option also available.



Cycle to Work Scheme

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.



Family Friendly Policies

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.



Learning and Development

My Learning, Our Breakthroughs programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.



Electric Vehicle Scheme

Employees can lease an electric vehicle via a Salary Sacrifice Scheme. This includes 4,000 free miles of charge, charger, insurance, servicing, tyres, maintenance and breakdown all in one monthly payment.



TERMS OF APPOINTMENT

Contract Type: Fulltime, Permanent
Salary: Circa £38,000 per annum

Working Hours: 35 hours per week

Ways of working: As part of our Agile ways of working, you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office. Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

CVs will be kept by Alzheimer's Research UK in line with the General Data Protection Regulations. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities and sign up for future job alerts.

TESTING POLICY

[Animal Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our Stem Cell testing policy at ARUK.



OUR OFFICE

Our office is at **3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.**

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

Accessible by public transport with bus and train services from Cambridge city centre and surrounding areas, the Park also runs its own commuter bus service which picks up from Cambridge Train Station (via Addenbrookes) and Whittlesford Parkway Station daily for Park occupiers.

Foot and cycle paths connect Granta Park to Cambridge, Sawston and Babraham and the Park is within touching distance of the A11 (linking with the A14 and M11) and the A505. For those travelling by car the Park also encourages membership of its free car sharing scheme.

Parking is free at Granta Park. [What-Three-Words – ///dragons.loafing.deeds](http://www.what-three-words.com/3/dragons.loafing.deeds)





HOW TO APPLY

We value diversity and are committed to creating an inclusive culture where everyone can be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures, particularly from those in the global majority, those with disabilities, men and those from the LGBTQIA+ community. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to being an inclusive employer and ensuring fairness and consistency in our selection process, we will handle your CV and application with the utmost confidentiality. Should you require any adjustments at either the application or interview stage, please contact us at recruitment@alzheimersresearchuk.org.

To be considered for this role, please create an online account using our Online Recruitment Platform, via your desktop or mobile device, which can be accessed through our [Job Vacancies page](#).

Once you have created your online account, you will be able to apply for this role, and can attach your CV. You will also be able to track your application, view other vacancies and sign up for future job alerts.

Your supporting statement should summarise the following:

- Why you are interested in applying for the role.
- How your skills, knowledge and experience meet the requirements of the person specification

The closing date for applications is 18th October, with interviews being arranged once shortlisting has been completed. We would encourage you to submit your application at the earliest opportunity, as on occasion we may have to bring forward the interview date and/or the closing date based on the needs of the business. Although a possibility, this will only happen in exceptional circumstances. Please indicate in your covering letter if you are unable to attend an interview on a certain date.