



# 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



# **FINANCE MANAGER - COMPLIANCE, CONTROLS & REPORTING**

# JOB DESCRIPTION

## Main Purpose of the Role

The Finance Team at Alzheimer's Research UK is responsible for maintaining the financial records of the Charity and providing timely and accurate financial information. The team is responsible for ensuring there is a strong financial control environment, and for providing support and advice on all finance matters to employees across the charity.

You will be required to be in the office at least two days per week and will have a high level of financial acumen and understanding. As the Finance Manager - Compliance, Controls & Reporting, you will assist the Head of Finance in all elements of technical accounting, including financial compliance, internal financial controls, and financial reporting.

Working alongside the Finance Manager - Transactional Accounting and the transactional finance team, you will ensure a seamless finance function, ensuring that best practice is adopted at all times, to minimise risk to financial fraud, and to ensure compliance with all applicable financial regulations and reporting requirements.

## Key Responsibilities

- Support the development and implementation of best financial practices.
- Lead the production of annual financial statements and reporting, and together with the Finance Manager - Transactional Accounting, lead the annual audit process.
- Lead the on the production of annual financial statements and annual audit on behalf of Alzheimer's Brain Bank, a small joint venture company in which we hold a 50% share.
- Cash flow monitoring and projections.
- Prepare and submit all Office for National Statistics, Charity Commission, Companies House and OSCR (Scottish Charity Regulator) returns.
- Prepare and submit quarterly VAT returns, ensuring compliance with VAT reverse charges and applicable business/non-business VAT recovery rules.
- Be the first point of contact for internal and external partners regarding technical accounting and related matters, including charity VAT and Trading rules.
- Provide financial information for funding bid applications.
- Provide financial advice regarding income recognition criteria, particularly regarding legacy accruals and philanthropy pledges.
- Provide financial advice regarding expenditure recognition criteria, particularly regarding multi-year grants.
- Monitor and reconcile all restricted income against restriction forms and the grant system to ensure restricted funds are managed and spent in accordance with donor wishes.
- Review policies and procedures alongside the Head of Finance and the Finance team to ensure they are applicable, up to date, understood across the charity and consistently adhered to.
- Maintain a sound financial control environment, ensuring all assets of the charity are safeguarded against financial fraud, as much as possible.
- Working with the Head of Finance, design and implement an assurance programme on internal financial controls.

- Keep up to date with all technical finance developments and reporting requirements applicable to the charity.
- Manage Finance team GDPR deletion requests and GDPR compliance actions.
- Maintain insurances for the organisation and be the first point of contact between insurance brokers and the organisation for queries and claims.
- Manage the interface between the finance system and the grant management system to ensure the correct recognition and ageing of grant liabilities.
- Provide cover for the Finance Manager - Transactional Accounting as required.
- Undertake any other relevant duties and projects delegated by the Head of Finance, in line with the responsibilities of the post.

**Additional Responsibilities:**

- Champion the principles equity, diversity and inclusion in all aspects of the role.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.

# PERSON SPECIFICATION

## Knowledge and Experience:

### Essential:

- ACA, ACCA, CIMA or equivalent qualification.
- Strong knowledge of accounting principles and practices.
- Experience in a previous finance role.
- Statutory accounts preparation and audit experience.
- Good understanding of VAT.
- Strong understanding of internal financial controls.

### Desirable:

- Charity sector accounting knowledge and experience, including knowledge of the charity SORP.
- Proficiency in Microsoft Office, including an advanced knowledge of Excel, with an understanding of functions such as Pivot Tables and Formulas.
- Experience using Microsoft Business Central (BC) or other similar finance system.
- Experience of the specific rules and considerations around VAT and Trading for charities.
- Experience documenting or designing financial controls.

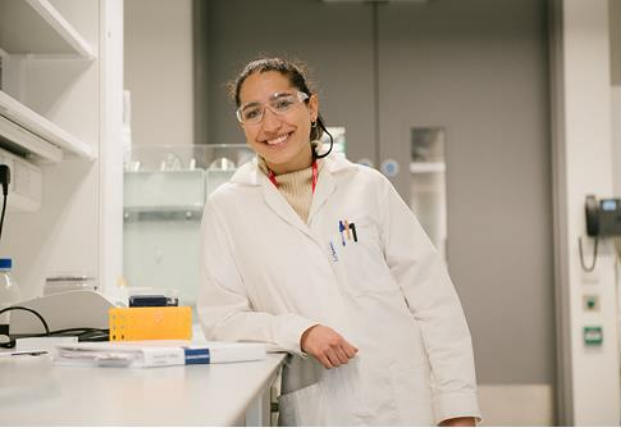
## Skills and Personal Attributes:

### Essential:

- Excellent attention to detail, accuracy, and numeracy skills.
- Strong organisational and time management skills, with the ability to manage workload effectively and work proactively.
- Ability to communicate effectively to colleagues at all levels across the Charity.
- Passionate, proactive, and friendly attitude.
- Methodical and adaptable approach.
- Ability to interrogate and reconcile financial data.
- Strong ethical standards and a high level of personal integrity.
- A keenness to keep up to date with finance technical updates

### Desirable:

- A willingness to embrace digital and technological improvement.



## WORKING AT ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises 'World Class' levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**
- Be **inspirational**
- Be **empowering**
- Be **aware** of our impact
- Work in a **collaborative** way
- Be **accountable**



# 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 25 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 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%.



## 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 & 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.





## TERMS OF APPOINTMENT

- Contract Type:** Permanent
- Salary:** Circa £50,000 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.

## 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.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.





## 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, in particular those from ethnic minority backgrounds who are currently under-represented. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your CV will be anonymised as part of the selection process. Should you need any adjustments at either the application or interview stage, then please do contact us at [recruitment@alzheimersresearchuk.org](mailto: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 **28<sup>th</sup> July 2024**, with interviews likely to be held w/c **5<sup>th</sup> August 2024**. We would encourage you to submit your application at the earliest opportunity as the closing date may be brought forward at any time. Please indicate in your covering letter if you are unable to attend an interview on a certain date.

## 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 \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our animal testing policy at ARUK.

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