



**Ambitious
about Autism**

Senior Finance Business Partner

Job description, 2024

Contents

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

If you, or someone you know would like this publication in an email, in Braille, large print, Easy Read transcription or audio tape, please email jobs@ambitiousaboutautism.org.uk.

Job description

Job title	Senior Finance Business Partner	Team	Finance and Planning
Job band	£49,000 - £64,000 (depending on skills and experience)	Reporting to	Head of Finance
Hours	35 hours per week. Flexible working considered.	Line manages	3x Finance Business Partners

Approved by: Director of Finance and Planning

Updated: October 2024

Role purpose

This is a critical role within the Finance Business Partnering team, providing line management and oversight of the Finance Business Partners as well as providing direct partnering support to key internal stakeholders. This role will lead the team to deliver a high quality service across the organisation, putting best practice systems and controls in place to enable accurate and timely financial management and reporting.

This role will need to influence and negotiate with senior colleagues and provide technical and strategic insight in order to ensure that Ambitious about Autism and the Ambitious about Autism Schools Trust meet financial targets.

Key accountabilities and dimensions

- Leadership of the Finance Business Partnering team, responsible for implementing and developing strong systems, controls and processes to ensure a high-quality business partnering service is in place across Ambitious about Autism and the Ambitious about Autism Schools Trust
- To work closely with the Head of Finance to seek out and respond to feedback from the Senior Management Team in relation to the business partnering approach
- Responsible for the uploading of data to the Planning Maestro software in preparation of the termly forecasts and budget processes, across all cost centres
- To provide finance business partnering support for a defined group of key internal stakeholders:
 - To lead on the monthly management accounts and reporting process, including the monthly management accounts report for the Executive Leadership Team and Trustees
 - To design, produce and circulate additional high quality management information and analytics that monitor performance against the financial plan
 - 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 proactively manage any emerging risks or opportunities
 - To partners with non-financial colleagues in key department 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
- Ownership and development of the Planning Maestro software, ensuring that the system is being effectively used and developed to maximise efficiencies
- To provide technical advice to colleagues as requested, e.g. 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 line manage the Finance Business Partners, including objective setting and regular performance appraisals
- To provide cover for other members of the Financial Business Partnering function at times of planned or unplanned absence

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, 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, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Qualified accountant (ICAEW/ACCA/CIMA/CIPF)	X
2. Strategic knowledge and experience of finance and business partnering	X
3. Knowledge of the Charities Statement of Recommended Practice (SORP) (FRS 102) 2019 and tax rules for charities	X
4. Proven experience of supporting business performance management and reporting processes	X
5. Proven experience of business partnering and/or working closely with non-financial colleagues at varying levels of seniority	X
6. Proven experience of working on complex projects	X
7. Proven experience of developing, proposing and managing income and expenditure budgets	X
8. Advanced Excel and reporting writing experience	X
9. 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	
10. Commercial and business orientated	X
11. Numerate and financially literate	X
12. Ability to plan, manage and deliver work to agreed deadlines	X
13. Excellent communication and presentation skills; ability to communicate complex financial information to a non-financial audience	X
14. Interpersonal skills and the ability to build effective partnerships with individuals and organisations	X
15. Resilient and able to work on own initiative and as part of a team	X
16. Computer literate with working knowledge of standard MS Office programmes	X
17. 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 17 November 2024
Candidates informed of outcome of application	W/C Monday 18 November 2024
Interviews (these will be conducted online via Teams)	Friday 22 November 2024

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

Follow us

🐦 [ambitiousautism](https://twitter.com/ambitiousautism)

📘 [ambitiousaboutautism](https://www.facebook.com/ambitiousaboutautism)

📷 [ambitiousaboutautism](https://www.instagram.com/ambitiousaboutautism)



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.