Recruitment Information Pack

Business Partner
Introduction

Job Title: Business Partner

Reporting to: Head of Business Partnering

Team: Finance

Ambitious about Autism is a national charity with the ambition of making the ordinary possible for more children and young people with autism. We provide services, raise awareness and understanding, and campaign for change. Through the TreeHouse School and Ambitious College, we offer specialist education and support. The organisation is continuing to grow and we are going through a period of exciting change, including recently opening a college in West London and implementing a new Finance system.

This is an important new role within the Finance Team which will support the Head of Business Partnering to introduce a business partnering approach across the organisation, designed to take the management accounting function to a new level. The role holder will report to the Head of Business Partnering whilst working in partnership with colleagues from across the organisation to develop and deliver the organisation’s financial strategy.
Key responsibilities

Role Purpose:
This critical role will deliver a high quality of management accounting services across Ambitious about Autism by adopting a Business Partnering approach. Excellent relationships will be built and trust gained, meaning that this role will be in a position to add value to the areas of the organisation that it supports.

Key Accountabilities:

- To be the Business Partner for HR, Finance and Operations, External Affairs, Fundraising and Ambitious College.
- Support budget holders to produce accurate and complete budgets and forecasts.
- Support budget holders to review and analyse their management accounts, and to take any appropriate corrective action.
- Production of high quality monthly management accounts (excel reports for budget holders to analyse) for the whole organisation.
- To work closely with the Head of Business Partnering to producing meaningful analytics of the budget, forecasts and month end management accounts.
- To support organisational projects from a financial perspective as appropriate.
- To induct new colleagues with financial responsibilities ensuring that they have access to the financial, economic and resource information they need in order to carry out their financial responsibilities and that they have received any relevant training.
- Maintain the establishment report to help ensure that budget holders are able to ensure that salary costs are correctly accounted for.
- To complete ad-hoc pieces of analysis as required by the Head of Business Partnering.
## Person specification

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<th>Role and Band Competencies</th>
<th>Essential</th>
<th>Desirable</th>
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### Education Levels & Qualifications

1. Educated to degree level, or equivalent with good written and analytical skills **X**
2. Part-qualified accountant **X**
3. Strategic knowledge of finance and business planning **X**
4. Knowledge of the third sector **X**
5. An understanding and commitment to safeguarding children and equal opportunities and diversity **X**

### Specific Knowledge, Experience & Technical Skills

6. Proven experience of supporting business planning, performance management and reporting processes **X**
7. Proven experience of business partnering **X**
8. Proven experience of working on complex projects. **X**
9. Proven experience of developing, proposing and managing income and expenditure budgets. **X**
10. Advanced excel and report writing experience **X**

### Personal Attributes

11. Commercial and business orientated **X**
12. Numerate and financially literate **X**
13. Ability to plan, manage and deliver work to agreed deadlines **X**
14. Excellent communication and presentation skills **X**
15. Interpersonal skills and the ability to build effective partnerships with individuals and organisations **X**
16. Resilient and able to work on own initiative and as part of a team **X**
17. Computer literate with working knowledge of all Word, Excel and PowerPoint. **X**
18. 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**
19. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities. **X**
Benefits Overview

Some of our benefits at Ambitious about Autism include:

- Generous Annual Leave
- Annual Leave Purchase Scheme
- Study Leave
- Bike Facilities
- Life Assurance
- Health Cash Plan
- Eye Tests and Eye care
- 24 hour Employee Assistance Programme
- Pension Scheme
- Enhanced Maternity and Adoption Leave

How to apply

Please send your CV and covering letter to: jobs@ambitiousaboutautism.org.uk by 28th October 2016.

Prior to the first formal interview, there will be a short informal telephone interview between 24th October – 4th November 2016, therefore please submit your CV and covering letter early.

<table>
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<th>First Interviews</th>
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<td>Second Interviews</td>
<td>16th November 2016</td>
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