

DiABETES UK
KNOW DIABETES. FIGHT DIABETES.



**FINANCE BUSINESS
PARTNER**

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Finance Business Partner

Contract type: Permanent

Hours: 35

Band: 4

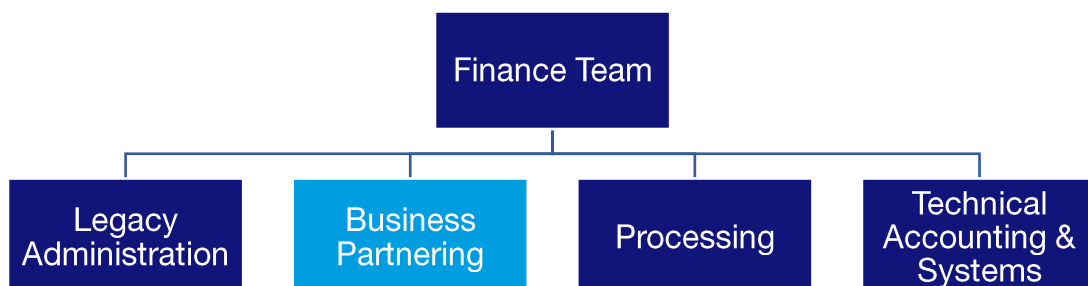
Key relationships (internal and external): Leadership, senior management, delivery teams, the wider Finance and Legal Teams, auditors, and funders

Key focus of the role: Partnering with colleagues across the charity to realise the best financial outcome for Diabetes UK. Delivering robust and timely monthly financials, and budgets. Be a trusted finance partner helping the charity achieve its aims across a wide range of departments. Providing a customer focused partnering service aiding decision making across the organisation.

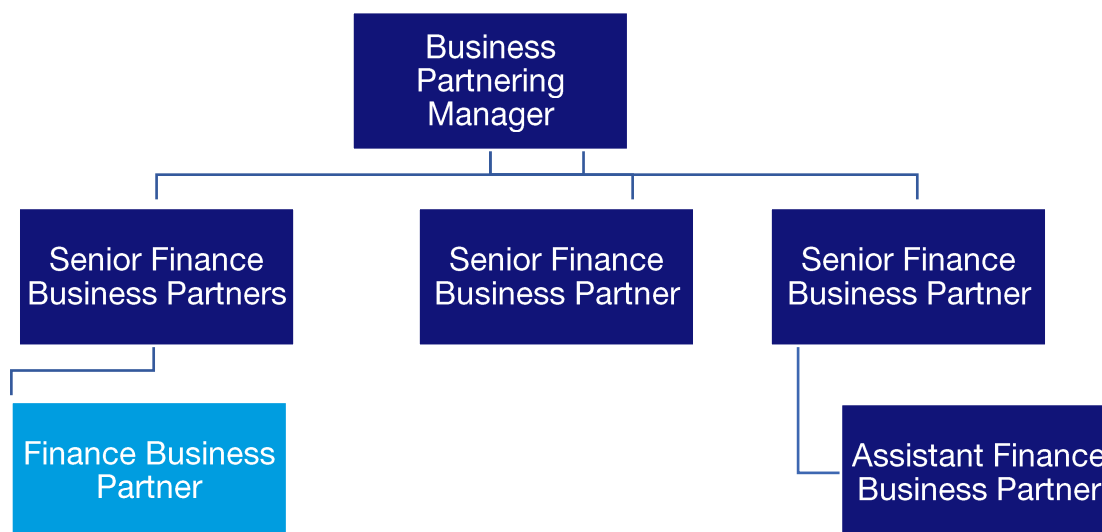
Directorate and team

This role sits in the [Business Partnering Team](#) in the [Finance Department](#) of the [Corporate Services Directorate](#)

Department



Team



Main responsibilities

- The post will report into the Senior Finance Business Partner (SFBP) for Engagement & Fundraising (E&F) with a dotted line to the Business Partnering Manager. The post holder will be the primary contact for their own departments within E&F and will support the SFBP partnering the fundraising teams.
- Deliver robust and timely management accounts to relevant teams internally with value added commentary and analysis
- Lead planning processes, providing key guidance and challenge to ensure credible plans
- Communicate well and gauge the appropriate level of detail or technical information required by different stakeholders
- Build financial capability and confidence, helping to identify risks and opportunities and guiding colleagues to reach the best financial outcomes.
- Assisting the SFBP to support the Fundraising Team, with month end, reporting and planning. Gaining useful experience and commercial knowledge across our core income generating Directorate.
- Assist the Business Partnering Manager and Assistant BP to maintain and roll forward planning templates and ET Pack. Have oversight of the Payroll posting process with the ABP.

Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

You will be able to:

1. Apply financial expertise, influencing and challenging skills to ensure the charity achieves the best financial outcome.
2. Lead on the business partnering aspects of month end, year end, reporting, budget, and reforecast processes within areas of responsibility. Take accountability for technical corrections, reviews and adjustments as well as the presentation of figures.
3. Assess the financial skills of colleagues across areas of responsibility, identify any gaps, and propose solutions such the delivery of training where appropriate.
4. Pro-actively identify and drive action around risks and opportunities.
5. Identify required changes in financial practice within areas of responsibility, and work with leadership teams to deliver on these – including effective use of systems and application of policies and processes.
6. Seek and act on feedback to ensure that colleagues within your areas of responsibility have a positive experience of the business partnering offer.
7. Collaborate with the technical and processing teams in finance to continuously improve finance processes. This includes playing a role in the maintenance and development of effective financial control processes and systems.
8. Show resilience in managing competing demands and challenging conversations, and flexibility in ensuring that the Business Partnering team can achieve their aims.
9. Show solid understanding of all relevant financial principles and accounting standards and keep up to date via continuous professional learning and improvement.
10. Represent financial and commercial interests in a variety of forums including delivery programme meetings, fundraising bid working groups and others.
11. Build strong relationships with key stakeholders.
12. Adapt presentation and communication style, gauging the appropriate level of detail or technical information required by different stakeholders to ensure that key points are heard clearly.
13. Deliver clear and insightful commentary to support monthly reporting and budget/forecast reviews.

You will have experience in:

1. Business partnering in a similar sized organisation
2. Budgeting and Planning cycles
3. Dealing with multiple priorities and requests, managing their time effectively
4. Communicating messages and results to staff up to manager level
5. Building relationships with stakeholders
6. Problem solving and finding solutions to queries

You will have skills in:

1. Excellent communication skills, both verbal and written, applying the correct amount of detail for each audience
2. Value added financial reporting
3. Applying financial controls and monitoring compliance
4. Technical accounting knowledge with journal postings, treatment of income and costs for month end/year end purposes
5. Seeing the bigger picture, understanding what an organisation is trying to achieve and your role within this. Spotting opportunities & risks to add value to the departments you work with and the wider organisation.

You will have knowledge:

1. Income generation in a charity/not for profit setting (desirable)
2. Cost control and monitoring
3. Intermediate/Advance excel skills, vlookup, xlookup, pivot tables, sumifs, etc
4. Using finance systems to extract useful data
5. You will take responsibility for own professional development
6. Reporting through PowerBI (desirable not essential)

The best person for this job will be (behaviours):

Someone who has a questioning mind, willing to ask questions and find answers. Tenacious with a keen eye for detail. Willing to learn and be a part of a high performing team. Has to have good excel skills and wants to develop these skills to aid analysis. A person with a service mentality, but who is not afraid to challenge budget holders on their assumptions and figures. Being a critical friend.

Even if all the criteria are not met, if you meet a number of the requirements, are willing to learn, and want to develop to be a Senior Business Partner in the future, please apply. Most importantly you will want to help the charity achieve its mission.

Qualifications/professional membership (if applicable):

Part-qualified/finalist/newly qualified (CCAB recognised) or QBE 5+ years partnering experience

benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefit we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

