

Finance Business Partner

Candidate information pack

Together we make it possible



We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

Together we make it possible.



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Purpose

Our purpose is supporting people to live their lives, their way.

Our values



People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Finance Business Partner

Job description

Reports to: Head of Finance

Job Purpose

To provide accurate and sound management reporting with the financial insight to support key decision making.

Key Responsibilities

- Interpreting and communicating financial data to non-financial managers; offering professional judgement on financial matters and advising on ways of improving business performance.
- Producing the monthly financial statements to a tight deadline; including the Income & Expenditure accounts, variance analysis and commentaries.
- To nurture good finance business relationships with operational managers and communicate finance issues clearly to support operating divisions in all aspects of finance so that they can achieve their annual financial targets.
- Contribute to the annual budgeting and planning process including forecasting.
- To assist with providing financial support for tenders, contributing to the setting of all key assumptions in collaboration with the respective teams to ensure robust costing.
- Build good working relationships with the business managers.
- Support the Head of Finance in the year end statutory audit by the provision of detailed schedules for the year end statutory accounts file.
- Liaise with the Local Authorities and provide detailed financial analysis as necessary.
- Investigate credit balances on Debtor accounts and aim to tidy up and resolve the issues.
- Manage bad debt and liaise with Local Authorities and Divisional Directors to get these issues resolved.
- Responsible for a number of balance sheet accounts, ensuring that they reconcile and any reconciling items can be explained and are accurate.
- Supporting the sales ledger clerks with invoicing queries, allocating cash and assisting with queries.

Person Specification

Factor	Essential	Desirable
Skills, Competency & Values	<ul style="list-style-type: none"> • Ability to investigate variances with actuals versus budget • Ability to meet month end deadlines and submit accurate monthly accounts • Ability to form strong working relationships supporting internal stakeholders to achieve financial targets • Ability to liaise with internal and external stakeholders to resolve debt management • Ability to understand financial impacts, communicating this concisely, mitigating potential risks. • Ability to write clear, concise and compelling monthly variance reports • Ability to be flexible and creative • Ability to communicate effectively and present sometimes complex information in an accessible way 	<ul style="list-style-type: none"> • Some knowledge of the health and social services sector, in particular LD
Education and Qualifications	Educated to degree level or equivalent in an Arts subject	
Knowledge	<ul style="list-style-type: none"> • Qualified or part qualified in recognised accountancy body (ACCA, CIMA etc) • High-level understanding of MS Office - skills in Word, Excel, PowerPoint, Teams 	<ul style="list-style-type: none"> • Knowledge of Netsuite finance system
Experience	<ul style="list-style-type: none"> • At least one year Management Accounting experience 	<ul style="list-style-type: none"> • Experience of partnership working and managing stakeholder relationships
Other Specific Requirements	<ul style="list-style-type: none"> • Ability to prioritise competing demands • Ability to demonstrate constructive working with colleagues • Desire to remain professionally competent and up-to-date • Ability to inspire confidence from colleagues 	

Next steps

Are you ready to join us?

Salary and Benefits

The salary for this role is £40,000 - £43,000 pro rata, and we are offering it on a full-time basis.

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions.
- **Wagestream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simply Health** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Vivup** – spread the cost of home and electronics items, or a bike to cycle to work through fixed salary reductions throughout the year.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

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