



# Finance Business Partner Application Pack

# Recruitment to the post of Finance Business Partner

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# 1 Application Process

To apply please submit your CV and a covering letter to:  
**recruitment@autismtogether.co.uk**

## **Closing Friday 15th Jan 2021**

Please ensure that your application details include:

- your current salary (remuneration),
- notice period

If you have any questions about the process, then please email us at:  
**recruitment@autismtogether.co.uk**

To have an informal conversation about the role, please contact Louise Parnell, Finance Director  
**Louise.Parnell@autismtogether.co.uk**

# 2 Our Background

At Autism Together it is our mission to bring richness and joy into the lives of those on the spectrum. No two people with autism are affected in the same way, so we work with every single individual to help them lead fulfilling and meaningful lives.

We started life in 1968, when a group of forward-thinking parents, concerned at the complete lack of services available for their children, decided to stand up and be counted.

Since then, we have grown and developed into one of the country's leading providers of services for people on the autism spectrum, offering a wide range of residential options and day services. As a highly specialist provider, we recognise that each person has a right to live their life as they determine. Being person-centred is one of our core values and we live and breathe it.

Our highly-trained staff work with each individual to create a shared understanding of their strengths and needs, and to ensure that their preferred way of communicating is respected and implemented by all

staff. Not only do we care for those on the autistic spectrum, we also engage with our community to highlight understanding and awareness too.

Our Autism Champions project trains organisations and employees – from football club stewards to shopping centre staff - in awareness of autism and how they can make small changes to make life a bit easier for the autism community.

## 3 Our Ethos

Our philosophy remains firmly rooted in a belief that:

We begin with what people can do, not with what they can't do, by listening to the person with autism and acknowledging that they are the expert in their autism.

Our support begins with the person and a shared understanding of what is important to them, and what their strengths and needs are.

Our support approaches are individualised so that staff can communicate in different ways depending on each person's communication needs. Staff are all consistent in the way they use communication strategies with individuals.

People with autism can and do learn and change and our support approaches are focussed on developing lifelong learning.

Our autism strategies help people develop skills by taking into account their communication needs, thinking patterns, social understanding and sensory differences.

No two people with autism are affected the same way and everything we do is person-centred. At Autism Together we work with each individual person to help them overcome or soften the impact of these difficulties, to enable the person to lead a fulfilling and meaningful life.

As a specialist provider of support to individuals with autism, Autism Together recognises that each person has a right to live their life as they determine. In recognising this right we create a shared understanding of each person's strengths and needs, and ensure that the individual's preferred way of communicating these is respected and implemented by all our staff.

## 4 Our Vision, Ambition & Values

As an organisation our staff, the people we support and trustees have agreed our vision, ambition and our values which we all aspire to.

### What is Our Vision?

“Autism Together is a leading specialist provider of innovative services for people who have and who are associated with autism”

### What is our Ambition?

“To be recognised as being the best provider of autism services in the country”

### What are Our Values?

#### **We promote positive communication**

- We will be open and honest in our communication with each other but recognising that there will be times for confidentiality.
- We will listen to others' views and opinions.
- We will share information in a timely manner.
- We should not be fearful of raising legitimate concerns and issues.
- All communication should be professional and courteous.
- We will appropriately and positively use communication tools including email etc, as well as those which are autism-specific.

#### **Everything we do is person-centred**

- We are aware that our positive actions affect/promote people's lives.
- We are flexible and take into account people's personal circumstances.
- We are creative in our support of people.
- We include people in everything we do.

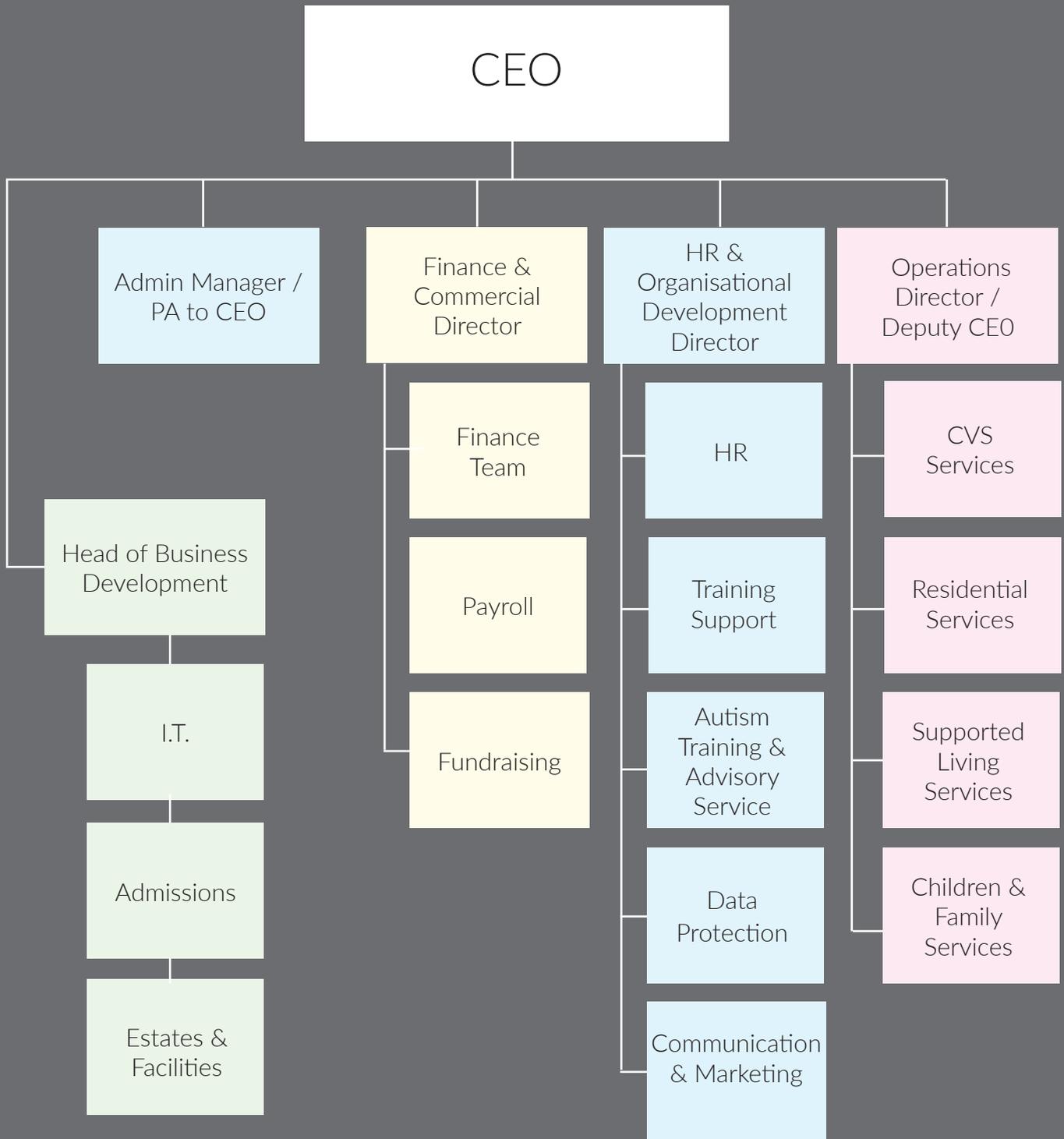
#### **We are an organisation that promotes learning**

- We recognise that everyone has the right to be developed and should have equal access to such opportunities.
- We take responsibility for our own learning.
- We create opportunities for learning.
- We respect individual learning styles.
- We seek out new, proven research to support learning.
- We are reflective about our practices; learning from experience.

#### **We are respectful**

- We treat everyone within the organisation and those we come into contact with at work with dignity and respect.
- We respect that we all bring different life experiences, culture and knowledge to the organisation.

# 5 Organisational Structure



## 6 Finance Business Partner

**Accountable to:** Financial Controller and in their absence the Director of Finance

**Accountable for:** Finance Assistant (billing)

**Relationships:** To establish and maintain good working relationships with all managers, staff and external stakeholders

### Main Purpose of the post

As a Finance Business Partner you will be the main interface between finance and operations ensuring controls are in place within the services to control income and expenditure. You will lead in the communication and negotiation between Autism Together and many of its funders, driving rate increases that reflect our increasing cost base. Reporting to the Financial Controller and with at least one direct report you will also provide strategic modelling, statutory accounts, service costing and budget support and contribute to the financial performance of the organisation.

### Key responsibilities

- Work closely with the operation to ensure that the support we deliver translates accurately to income generated and contracts reflect this support.
- Develop relationships with funders, completing an annual fee review of all care packages, negotiating rate uplifts with local authorities, and maintaining a system to ensure all uplifts are received.
- Work with managers to reconcile internal systems containing fee data to ensure full cost recovery and accurate management accounts.
- Work with managers to help them understand their data and drive results.
- Support the Financial Controller in the overall budget and forecasting process, and modelling for change.
- Provide valuable input to financial projections.
- Support the Financial Controller with preparation of the annual statutory accounts and preparation of information for year-end audit.
- Act as a Business Partner to service budget holders, supporting them to understand and engage in their budgets and financial results.
- Develop and update costing models, including providing financial decision support for growth plans.

- Support the billing assistant to ensure all contract changes are accurately reflected in invoicing. Liaise with the billing assistant and credit controller to allow debtor queries to be resolved in a timely manner
- Line manage the billing finance assistant, including target setting, supervision, performance appraisal and sickness / holiday reporting
- Create and maintain databases for the management of fee/contracts information
- Review and streamline existing systems and develop new systems where required
- Maintain an orderly accounting filing system (digital where possible) and ensuring financial records are kept up to date and accurate
- Maintain a system of controls over accounting transactions.
- Create and update process notes and procedures
- Work with the Director of Finance and Financial Controller to ensure continuous improvement within the Finance Department.
- Cover finance team roles when required, in particular the Financial Controller.

### Other:

- To participate in the staff appraisal and supervision programme
- To participate in and contribute to Staff Training Programmes
- To ensure that any matters concerning people we support and employees are kept strictly confidential to the organisation
- To carry out any other duties which may be agreed from time to time, in discussion with the Financial Controller
- As with all posts, a high degree of confidentiality is expected at all times. At no time will the post holder discuss the people we support, employees or any other matter connected with the Autism Together, outside of the company, unless required to in a professional capacity
- To undertake any other reasonable duties pertaining to this post, which may, from time to time, be specified by the Chief Executive
- This is intended as a guide to the main responsibilities of the post, and is not an exhaustive list of duties. This job description is subject to amendment, following consultation with the post holder.

## 7 Personal Specification

	ESSENTIAL	DESIRABLE
Qualifications	<p><b>Qualified Accountant CIMA / ACCA / ACA or equivalent (ambitious part-qualified considered)</b></p> <p>A-Levels or equivalent</p>	
Experience	<p><b>Minimum 3 years' experience in an accounting role</b></p> <p>Excellent communication and influencing skills at all levels, including relationship and stakeholder management</p> <p><b>Data management experience, including excellent attention to detail and the ability to organise large data sets and interpret them.</b></p> <p>Evidence of working under pressure and the ability to self-manage and prioritise</p> <p><b>Good understanding of statutory accounts and annual audit requirements. Knowledge of relevant accounting standards and regulations.</b></p>	<p>Experience in managing change</p> <p><b>Line Management experience</b> <b>Experience working in a public sector environment</b></p> <p>Experience working with Local Authorities / health care commissioners</p> <p><b>Experience working with costing models</b></p> <p>Experience in developing internal processes and procedures</p> <p><b>Experience of computerised accounting packages</b></p>
Skills & Knowledge	<p><b>Highly numerate</b> Strong analytical skills</p> <p><b>Negotiation skills and the ability to influence others</b></p> <p>Excellent verbal and written communications skills</p> <p><b>IT literate, specifically advanced Microsoft Excel</b></p> <p>Able to delegate and meet deadlines</p> <p><b>Ability to build strong relationships</b></p> <p>Confidence to work on own initiative</p>	

## 8 Terms and Conditions

<b>Salary:</b>	Salary £35,000 - £40,000 per annum, dependent on experience This is a permanent, full-time position
<b>Hours:</b>	Hours are 37.5 per week to be worked Monday to Friday. Some evening and weekend work may be required. Attendance at meetings, courses etc. out of normal hours and at locations outside the Wirral may be required.
<b>Annual leave:</b>	Leave is 5 weeks per year plus 8 days statutory bank holidays. One additional days holiday is awarded following completion of 5 years' service and two additional days on completion of 10 years' service
<b>Pension:</b>	Access to a defined contribution pension scheme through NEST with statutory contribution from the organisation..
<b>Sick pay:</b>	Company sick pay scheme, rising to 8 weeks' full and 8 weeks' half pay.
<b>Location:</b>	The post is based at Autism Together. Wirral Centre for Autism, Oak House, 6 Tebay Road Bromborough, Wirral CH62 3PA
<b>Other benefits</b>	Attendance incentive scheme Twice yearly implementation to the tax free cycle to work scheme. Annual leave buy back scheme Access to BUPA counselling services and health care advice Discounts at local restaurants, supermarkets, shops and leisure facilities operated in conjunction with Sodexo