

## What we'd love you to do

**Maximise income and ensure effective use of resources, to deliver quality services and either meet or exceed financial performance targets**

- Be a positive advocate for Mencap and the services we deliver
- Support Operational stakeholders in decision making, providing constructive challenge to drive improvements in performance.
- Prepare accurate Management Accounts, Forecasting, Budgeting, and Variance Analysis.
- Provide critical review and interpretation of financial results with value-added analysis
- Identify risks, issues and opportunities and have ideas on how to mitigate / maximise
- Be an effective problem solver – apply your knowledge and judgement to solve complex problems, seeing things through to completion that result in positive change.
- Be directly involved in Business Development, including tenders, fundraising bids, business cases, and negotiations (for example annual price uplifts with commissioners).
- Manage Restricted reserves, ensuring they are spent as intended.
- Provide financial training, coaching and support to operational team.
- Support colleagues across Finance to ensure we work as one Finance Team.
- Drive continuous improvement with systems, processes and controls
- Provide ownership of data, spot inaccuracies and make positive suggestions as to how these can be addressed.
- Report externally to funders and be a primary contact for the annual report and audit.
- Interpret financial information into actions.

### About the role:

An opportunity to directly influence the financial performance of Mencap and the lives of the people we support

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"Listening, supporting and including one another is a vital part of working in our team."

Dean



### About you:

You will have a passion for working pro-actively with operational colleagues to improve financial results.

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**"The right attitude and living our values is really important. You need be willing to learn, grow and change for yourself and for Mencap's future." Dean**

## What you will bring

- A commitment to improving the lives of people with a learning disability.
- Strong analytical abilities.
- An ability to make links between financial performance and operational data.
- Being comfortable challenging & supporting others.
- Self-motivation, with a desire to make an impact.
- An ability to bring financial information to life for non-finance colleagues.
- Ability to negotiate matrix management effectively & balance competing priorities.
- Strong team player who thrives on building relationships across the organisation with a desire to understand the needs of your stakeholders
- An inquisitive approach, which helps to highlight issues / actions.
- Confidence negotiating with commissioners / funders.

## Your experience

- Finance departments providing effective business partnering support.
- Fast-paced environments, providing accurate and timely information.
- Driving improvements in performance from challenging & supporting colleagues.
- Management accounting, forecasting and budgeting.
- Contract renegotiation
- Business cases to support decision making
- Exposure to working with large amounts of data within a data driven environment.
- Strong excel skills (e.g. pivot tables, basic formulas).
- Strong presentation skills.
- Learning Disability or charitable organisations would be an advantage
- Working towards ACMA / ACCA / ACA qualification, or suitable experience.



## Who you will be working with

Head of  
Finance for PS  
England

Colleagues  
across the  
Finance Team  
including  
other Finance  
Business  
Partners

Operational  
Budget  
Holders in PS  
England

Other Mencap  
Teams such as  
Data, HR  
Business  
Development

External  
stakeholders,  
including  
Funders  
and Auditors.



▶ **Click here to  
listen to what our  
colleagues think**

## Mencap's values and how they apply to this role

We are  
**Passionate**  
about making  
the world a  
better place

You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are  
**Inclusive**  
of everyone

You will be inclusive by making sure that your services support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard and different views listened to

We are  
**Brave**  
we challenge  
and try new  
things

You will be brave by encouraging people to have big ideas about what would make their service/team the best place to work and you will test things out and learn from mistakes

We are  
**Positive**  
in our work  
and with each  
other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are  
**Kind**  
to everyone

You will be kind and considerate in all of your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work