



# Finance Lead – Fundraising & Communications, Advocacy and Activism (CAA)

## About the Team and the Role

This role is part of a collaborative and supportive Finance Business Partnering team of 7, that provides support across all of Mencap's operations, apart from personal support service delivery.

You will play an important role in helping us increase and manage our fundraising income, making sure it's used well to benefit our work. By providing clear financial advice, strong management, and insightful analysis, you'll support good decision-making and help make our fundraising efforts more effective for people with learning disabilities. In this role, you will:

- Work closely with directorate teams to create robust budgets and forecasts, offering support and advice to ensure realistic financial plans.
- Provide clear financial reports and analysis to help teams understand results, spot emerging issues, and make informed decisions.
- Support complex income forecasting, like legacies, using scenario analysis to guide planning and assess risk.

- Provide financial analysis and modelling to support investment decisions.
- Ensure funding applications and the management of restricted funds are accurate, comply with policies, and meet donor requirements.
- Improve finance processes and reporting with the new Salesforce fundraising CRM system.
- Be the key contact for external auditors and funders regarding fundraising financials.
- Ensure accounting and financial compliance with Charity SORP and other relevant financial regulations.
- Manage an FBP team member, providing coaching, support, constructive feedback and career development.

## What you will bring to the role

- A commitment to improving the lives of people with a learning disability.
- Manage multiple tasks and communicate with stakeholders to manage deadlines.
- Ask questions, support and challenge others when needed.
- Take responsibility and know when to ask for help.

### **Essential:**

- Qualified accountant (CIMA, ACA or equivalent).
- Proven experience in finance business partnering, ideally within a charity or fundraising environment.
- Strong analytical skills and ability to interpret complex financial data and spotting important details.
- Strong problem-solving skills; awareness of commercial issues and the “bigger picture”.
- Skilled in relationship building and stakeholder management across Finance and the business areas.
- Excellent communication and influencing skills. Explain financial information clearly to others.
- Motivated to improve systems and processes, and support to resolve issues.

### **Highly desirable:**

- Knowledge of Charity SORP and other charity finance regulation and practices.



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



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



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



We are **kind**  
to everyone



We are **inclusive**  
of everyone

- Experience with restricted reserves and external reporting to funders.
- Familiarity with business development processes including fundraising bids and donor engagement strategies.
- Salesforce and/or Power BI experience.

**Please note:** This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



**“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”**

## Mencap and our Commitment to Safeguarding

*Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.*

*Successful applicants will be subject to appropriate pre-employment checks, including references.*



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