



Finance Business Partner: Enabling & Strategic Investments (18-Month Fixed Term Contract)

About the Team and the Role

This role sits within a collaborative and supportive Finance Business Partnering team of 8, that provides finance support across all of Mencap's operations, apart from personal support service delivery.

You'll work closely with the Finance Lead – Enabling & Strategic Investments to deliver financial management, insight, and value-added business partnering for enabling departments (e.g. IT, People, CEO, and Finance) and strategic investment projects, supporting budget holders, project managers, and other key stakeholders.

In this role, you will:

- Provide clear and accurate financial reports and analysis to help teams understand financial position, spot emerging issues, and make informed decisions.
- Carry out month-end duties to ensure accurate financial reporting, including reviewing numbers, reconciliation of key accounts and posting month-end journals as needed. Lead meetings with budget holders to review financial position.
- Work closely with operational teams to create strong budgets and forecasts, offering support and advice to ensure realistic financial plans.

- Provide critical review and interpretation of financial results, value-added analysis and early identification of potential issues or opportunities.
- Problem solves – apply knowledge and judgement to solve complex problems, see things through to the end resulting in positive change.
- Liaise with Central Finance and Finance Ops Team working as part of one Finance Team. Help to identify control weaknesses and propose solutions.
- Ownership of data, spot inaccuracies and make positive suggestions as to how these can be addressed.
- Ensure financial compliance with technical and regulatory requirements where needed.

What you will bring to the role

- A commitment to improving the lives of people with a learning disability.
- The ability to manage multiple tasks and deadlines while maintaining excellent attention to detail and accuracy.
- Strong team player who thrives on building relationships across the organisation with a desire to understand the needs of your business areas.
- Ability to communicate financials to non-finance staff.
- An inquisitive approach which helps to highlight issues / actions.

Essential:

- Experience in a finance department providing management accounting, business partnering, and/or budgeting and forecasting support.
- Ability to work in a fast-paced environment, delivering accurate and timely information.
- Excellent interpersonal, presentation and communication skills, with the ability to work with teams to deliver improvements.
- Strong Microsoft Excel skills (pivot tables, formulas, data analysis) and proficiency in other Microsoft applications (Word, PowerPoint).

Highly Desirable:

- Previous experience in finance business partnering or financial planning within operational functions (e.g. IT, HR, or projects).
- Part-qualified or working towards a professional accounting qualification (ACMA, ACCA, ACA) or equivalent experience.
- Experience within the charity or not-for-profit sector. Power BI experience.



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

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. Although this is an 18-month Fixed Term role there is potential for this to become permanent.



“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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