

FP&A Manager (FTC 6 Months)

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

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Position in the organisation

Reports to the Head of Financial planning and partnering
Member of Financial Planning and Partnering team.
Part of our Finance, Assurance and Risk directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

We are seeking an experienced and proactive FP&A Manager to join our team on an interim basis for 6 months. This role is pivotal in developing and embedding enhanced internal financial reporting and designing and implementing a new budgeting and forecasting process for the organisation. The FP&A Manager will act as a key financial business partner, leveraging new technologies and business intelligence tools to drive strategic decision-making.

The ideal candidate will have a strong background in financial planning and analysis, in all likelihood holding a relevant accounting qualification. You will have proven experience as a financial business partner, adept at using advanced technologies and business intelligence tools like Power BI. Your analytical skills will be exceptional, allowing you to provide strategic insights and support decision-making processes. You will be able to demonstrate your ability to build credibility and trust in yourself and in the wider finance function as the arbiters of a single point of truth.

You will have an eye for detail, will be proactive in finding solutions, and will be able to operate independently whilst knowing when to consult. Excellent communication skills will enable you to present complex financial information clearly and concisely. Additionally, you will be a team player, supportive of colleagues, and passionate about the mission to help those affected by dementia, promoting equity, diversity, inclusion, and belonging.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- **Financial Reporting:** Develop and embed enhanced internal financial reports to provide accurate and timely insights to senior leadership and Trustees.
- **Budgeting, Forecasting and Financial Planning:** Lead the implementation of a new budgeting and forecasting process, ensuring alignment with organisational goals and objectives over a three year financial planning cycle.
- **Business Partnering:** Provide impactful finance business partnering to various departments, becoming a trusted advisor and adding value to decision-making processes.
- **Technology Integration:** Utilise advanced technologies, including Power BI and other business intelligence tools, to streamline financial processes and enhance data analysis capabilities.
- **Strategic Analysis:** Conduct in-depth financial analysis to support strategic planning and resource allocation. Identify trends, risks, and opportunities to inform business decisions.

- Collaboration: Work closely with cross-functional teams to ensure financial processes are integrated and aligned with overall business strategies.
- Compliance: Ensure compliance with financial policies, procedures, and regulations. Advocate for best practices in financial management and reporting.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Administer and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- Support and enable volunteering activities as appropriate.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Professional Qualification: Holds a relevant full accounting professional qualification ACA, ACCA, CIMA (or equivalent), or is able to demonstrate exceptional qualification by experience.	A/I
Experience: Proven experience as a financial business partner, with a strong background in FP&A.	A/I
Technical Skills: Proficiency in Power BI and other business intelligence tools. Adept at using financial software and Microsoft Office Suite.	A/I
Analytical Skills: Able to manipulate and interpret information from various sources to spot patterns and trends in financial data. Generate a range of creative solutions, evaluate them, and choose the most appropriate.	A/I
Communication: Confidently communicate information and ideas clearly and articulately, both orally and in writing. Ability to interpret and present financial information in a way that tells a story and anticipates the information needs of others.	A/I
Independence: Ability to operate independently, applying judgement in knowing when to consult.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Relationship Building: Proven ability to connect and develop effective working relationships with internal stakeholders at all levels of the organisation, equipping colleagues in finance and more widely with the capability and confidence to manage our resources well.	A/I
Influence and Negotiation: Challenge, negotiate, and influence others, taking a balanced view of situations and incorporating different perspectives.	A/I
Detail Oriented: Meticulous attention to detail, ensuring accuracy in all financial reporting and analysis.	A/I
Proactive: Self-motivated and able to operate independently, with a proactive approach to tasks and challenges.	A/I
Adaptable: Flexible and able to thrive in a dynamic, changing environment.	A/I
Integrity: High ethical standards and commitment to maintaining financial integrity.	A/I
Team Player and leader: Support colleagues during deadlines and know when to ask for help. Promote and support the Society's approach to equity, diversity, inclusion, and belonging, with a passion for putting people living with dementia at the heart of everything we do. A leader who role-models change and learning.	A/I

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: [**careers@alzheimers.org.uk**](mailto:careers@alzheimers.org.uk)

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave