



JOB DESCRIPTION

Senior Finance Business Partner

Responsible to: Director of Finance

Relationships Direct line management Finance Business Partner & Payroll Manager. Indirect reports include Payroll Administrator, Finance Support Assistant & Purchase ledger. Works in collaboration with Senior Finance Business Partner (income) and the income & debt team.

Main purpose of the role:

The Senior Finance Business Partner - Financial Reporting, is a business-critical leadership role responsible for ensuring the integrity, accuracy and timeliness of the organisation's financial reporting, financial controls and transactional finance functions.

The postholder will lead the production of monthly management accounts, Board financial reporting, annual budgeting, forecasting and statutory accounts, while acting as the lead contact for the external audit process. The role is also accountable for payroll, accounts payable and the stewardship of funds held on behalf of people supported by the organisation.

As a senior finance leader, the postholder acts as a key strategic link between Finance and Operational teams, partnering managers and senior leaders to improve financial performance, strengthen decision-making and support the delivery of organisational objectives.

The role leads on the development and enhancement of financial controls, financial systems, processes and reporting capabilities, ensuring compliance with all regulatory, accounting and sector-specific requirements. Working alongside the Senior Finance Business Partner - Income & Debt, the postholder contributes to the overall leadership, development and transformation of the Finance function.

Main Responsibilities:

Financial Leadership and Business Partnering

- Act as a trusted financial adviser to operational leaders and budget holders, providing robust challenge, support and insight to improve financial performance.
- Build strong relationships across the organisation, ensuring finance is viewed as a valued business partner.
- Work collaboratively with the Senior Finance Business Partner - Income & Debt, to provide leadership and continuous improvement across the Finance function.

Financial Reporting and Management Accounts





- Lead the preparation and delivery of accurate, timely and insightful monthly management accounts.
- Produce high-quality financial reports, dashboards and presentations for Executive Team, and Board meetings.
- Deliver robust variance analysis, forecasting and performance commentary.
- Ensure all balance sheet reconciliations are completed accurately and within agreed timescales.
- Maintain the integrity of financial records and reporting processes.
- Continually improve reporting quality, accessibility and efficiency through automation and enhanced use of financial systems.

Budgeting, Forecasting and Financial Planning

- Lead the annual budget-setting process across the organisation.
- Coordinate financial planning activities with managers and senior leaders.
- Develop financial forecasts, scenario modelling and long-term financial planning information.
- Monitor financial performance against budgets and forecasts, identifying risks and opportunities.
- Support managers in understanding financial performance and delivering budget accountability.

Statutory Accounts, Audit and Regulatory Compliance

- Lead the preparation of the annual statutory accounts and supporting working papers.
- Act as the principal contact for external auditors and coordinate the annual audit process.
- Ensure a smooth and efficient year-end close process.
- Lead implementation of audit recommendations and improvements in financial controls.
- Maintain expert knowledge of applicable accounting standards, Charity SORP requirements and regulatory developments.
- Lead the organisation's response to changes in accounting, financial reporting and regulatory requirements.

Financial Control and Governance

- Lead the development, implementation and monitoring of the organisation's internal financial control framework.
- Ensure robust financial governance arrangements are in place across all areas of responsibility.
- Review and develop financial policies, procedures and controls.
- Support risk management activities by identifying and mitigating financial risks.
- Promote a culture of accountability, compliance and continuous improvement.

Payroll Leadership





- Hold overall responsibility for the accurate and timely monthly payroll of approximately 950 employees, with a monthly payroll value of circa £2.5 million.
- Provide leadership and oversight to the Payroll Manager and payroll function.
- Ensure compliance with all payroll legislation, HMRC requirements, pension regulations and contractual obligations.
- Ensure payroll controls, reconciliations and reporting processes are robust and effective.
- Support the continued development and efficiency of payroll systems and processes.

People we support Funds

- Hold overall responsibility for the management and safeguarding of funds held on behalf of people supported by the organisation.
- Ensure accurate recording, reconciliation and reporting of all service user financial transactions.
- Maintain compliance with organisational policies, regulatory expectations and best practice.
- Ensure appropriate controls are in place to safeguard funds and minimise financial risk.

Purchase Ledger and Accounts Payable

- Oversee the efficient operation of the purchase ledger function.
- Ensure supplier invoices are accurately processed and approved in line with procedures.
- Ensure creditors are paid accurately and within agreed terms.
- Monitor creditor balances and support effective cash flow management.
- Drive continuous improvement within accounts payable processes and controls.

Systems Development and Continuous Improvement

- Maximise the functionality and capability of financial systems, including IPlicit and Zellis, ensuring systems are fully utilised to improve reporting, efficiency and financial control.
- Lead finance system improvements, upgrades and optimisation projects.
- Identify opportunities for automation and process improvement.
- Use technology and data to enhance financial reporting, analysis and decision-making.
- Champion innovation and best practice across the Finance function.

Project and Change Management

- Lead and deliver finance improvement initiatives and projects within agreed timescales.
- Support wider organisational change programmes from a financial and operational perspective.
- Ensure project outcomes deliver measurable improvements in efficiency, effectiveness and financial control.
- Manage competing priorities while maintaining service quality and delivery deadlines.





Leadership and People Management

- Provide inspirational leadership to the Financial Reporting, Payroll and Transactional Finance teams.
- Build, motivate and develop a high-performing team focused on excellence, customer service and continuous improvement.
- Lead, coach and support direct reports to achieve individual and team objectives.
- Conduct performance reviews, supervision and development planning.
- Create a positive, collaborative and accountable team culture.
- Ensure resilience within the team through succession planning, training and skills development.
- Lead by example, promoting organisational values and high professional standards.

Risk Management & Governance

- Work with operational and senior leaders to embed a strong culture of risk awareness, accountability and financial stewardship.
- Maintain robust financial governance frameworks that support regulatory compliance, organisational objectives and effective decision-making.
- Provide assurance to the Executive Team, Board and Committees regarding the effectiveness of financial controls, governance arrangements and risk management processes.
- Ensure compliance with all statutory, regulatory and funding requirements, including Charity SORP, Companies Act requirements, sector-specific regulations, payroll legislation and internal policies.
- Support the implementation of recommendations arising from internal audits, external audits and regulatory reviews.
- Monitor emerging financial, regulatory and operational risks, assessing potential impacts and recommending appropriate actions.
- Ensure appropriate segregation of duties, authorisation controls and financial procedures are maintained across all finance functions.
- Support business continuity planning for Finance, ensuring critical financial processes can continue effectively in the event of disruption.
- Promote continuous improvement in governance, compliance and risk management practices, ensuring alignment with sector best practice.

Other

Develop and enhance the skills, knowledge and abilities of the reporting staff, through mentoring, coaching and training

To undertake any other reasonable duties pertaining to this post, which may, from time to time, be specified by the Finance Director or in their absence the Chief Executive.





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, staff or any other matter connected with Autism Together, outside of the organisation.

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.

Please note that this position will be subject to a basic DBS check.

Information Assets and Cybersecurity

As part of your role you will be responsible as an Information Asset Owner in supporting the organisation with cyber security and in its protection of its information assets.

Data Protection Act / GDPR

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information

Equality, Diversity & Inclusion

Actively promote Autism Together's equality, diversity and inclusion objectives in terms of personal practice and within the context of all HR advice and guidance provided

August 2026

Person Specification

Qualifications

Essential	Desirable	How this can be demonstrated
Qualified Accountant CIMA / ACCA / ACA or equivalent.	Additional specialist qualification.	Application Form/CV/Certificate
Evidence of continued professional development.	Membership of relevant professional networks or finance bodies.	Application

Experience / Knowledge





Essential	Desirable	How this can be demonstrated
Significant experience in a senior finance management, financial reporting or finance business partnering role.	Experience of working within the charity, not-for-profit, social care or a similarly regulated sector.	Application
Previous responsibility for timely and accurate monthly management accounts preparation	Experience of preparing management accounts for a complex or multi-site organisation	Application/Interview
Experience managing statutory accounts and external audit processes.	Experience of liaising directly with external auditors and other professional advisers.	Application/Interview
Experience leading annual budget-setting, forecasting and financial planning processes.	Experience of presenting monthly financial performance to senior management and non-finance stakeholders	Application/Interview
Experience developing and strengthening financial controls and governance arrangements.	Experience of developing financial policies, procedures and governance frameworks	Application/Interview
Knowledge and practical experience of relevant accounting standards and regulations	Knowledge and experience of charity accounting and the Charities Statement of Recommended Practice (SORP)	Application/Interview
Experience developing and strengthening financial controls and governance arrangements.	Experience of developing financial policies, procedures and governance frameworks	Application/Interview





Knowledge and practical experience of relevant accounting standards and regulations	Knowledge and experience of charity accounting and the Charities Statement of Recommended Practice (SORP)	Application/Interview
Extensive experience of effective use of finance systems	Experience of working with integrated finance, payroll and operational systems	Application/Interview
Experience managing payroll and transactional finance functions.	The ability improving the efficiency, accuracy and controls of payroll and transactional finance processes.	Application/Interview
Experience leading organisational change, process improvement and finance projects.	Formal project management qualification or demonstrable experience using structured project management methodologies.	Application/Interview
Experience leading, motivating and developing finance teams.	Experience developing high-performing finance teams and building a culture of continuous improvement, collaboration and professional development.	Application/Interview
Experience working in a complex organisation with a strong understanding of organisational financial needs and priorities.	Experience working in a charity	Application/Interview
Experience working collaboratively with external stakeholders and partners to understand financial requirements,	Experience working with Local Authorities / Social care commissioners	Application/Interview





manage relationships and support effective financial decision-making.		
Strong practical experience of using and maintaining finance systems, including ensuring data accuracy, integrity and effective financial reporting.	Systems administrator responsibility for finance system	Application/Interview
Experience working within a regulated environment, with an understanding of the financial, governance and compliance requirements associated with regulated services.	Knowledge of service user funds and regulated care environments.	Application/Interview

Skills / Abilities

Essential	Desirable	How this can be demonstrated
Strong technical accounting knowledge, including statutory accounts preparation.	Experience providing technical accounting advice to senior stakeholders	Application/Interview
Knowledge of Charity SORP and relevant regulatory requirements.	Experience providing financial advice to Trustees and senior leaders on Charity SORP, regulatory requirements and their practical application.	Application/Interview
Excellent analytical, reporting and commercial skills.	Experience developing financial models, forecasts and scenario analysis to support strategic decision-making.	Application/Interview





Strong leadership, coaching and people management capability.	Experience developing high-performing finance teams, including coaching and mentoring finance professionals to achieve their professional and career development goals.	Application/Interview
Ability to influence and build effective relationships with operational and senior leaders.	Experience acting as a trusted financial adviser to senior leaders, providing constructive challenge and influencing strategic decisions through financial insight.	Application/Interview
Excellent communication and presentation skills.	Experience confidently presenting and explaining financial forecasts, budgets and performance information.	Application/Interview

