

Refugee Council

Job description



Role: Senior Finance Business Partner

Mission and purpose of role: To collaborate with internal stakeholders to be supported to manage their finance needs, empowered to make good financial decisions, and to be confident in their financial planning.

Location: Stratford

Hours: 35

Salary range: Grade 9

About us:

The Refugee Council is one of the leading organisations in the UK working with asylum seekers and refugees. We provide advice and assistance across a wide range of issues. These include helping asylum seekers through the asylum system, accessing housing, welfare, benefits, health, education and employment. Our teams work with relevant agencies such as the Home Office, Local Authorities, Housing providers and more. You can find out more about [the work we do](#), [our strategy](#), [our values](#) on our website.

Inclusion and accessibility

Ensuring that the Refugee Council is an inclusive and accessible place to work is important to us. We want to enable people from different backgrounds to apply and thrive with us. We believe our recruitment process enables that and are also happy to make adjustments on request.

[You can find out more about our DEI strategy here.](#)

About the role:

As Senior Finance Business Partner, you will play a pivotal role in supporting the financial management and decision-making processes of our charitable activities. This role is led by the needs of the charity and manages a team of business partners to deliver against those needs. This position requires a dynamic individual with strong interpersonal skills and the ability to communicate financial information effectively to stakeholders at all levels.

Flexible working

This job is:

- Available part time
- Can be done from home / occasionally from home

Roles and responsibilities

- Manage and upskill the finance business partners, ensuring they have the appropriate training, development and support for their roles.
- Understand the financial needs of non-finance stakeholders, re-prioritising as needed and managing the team to ensure deadlines are met.
- Plan the finance training internally and ensure the finance business partners are equipped to develop and deliver this training.
- Communicate the 'story behind the numbers' to senior management and finance colleagues, collecting intel from business partners and internal stakeholders.
- Ensure key finance deadlines are adhered to and correct information is shared with finance colleagues e.g. Budget, Year End accounts and the annual audit.
- Identify improvements and efficiencies, encouraging the team to find and deploy innovative solutions.
- Proactively seek opportunities to develop and stay informed about best finance practices, contributing to overall professional development of the finance team.
- Develop standard reporting formats and service for internal stakeholders, and ensure the finance business partner offering is universal across the organisation

About you:

Essential experience

- Fully Qualified (ACA/ACCA/CIMA/CIPFA) or equivalent experience
- Solid experience of managing and developing a high performing finance team
- Significant experience in successfully building and managing business partnering relationships at a senior level, with finance and non-finance stakeholders
- Proven experience with financial analysis, budgeting and forecasting

Desired experience.

- Experience working in the nonprofit sector
- Experience working with restricted funding and cost recovery models

Essential skills, knowledge and abilities.

- Exceptional communication and interpersonal skills, able to influence and confidently challenge others to make the best decisions for the organisation
- Ability to work flexibly in a busy environment and manage conflicting demands by prioritising the most urgent needs of the organisation
- Excellent analytical skills with the ability to interpret complex financial data
- Strategic thinker with a proactive and collaborative approach to problem-solving
- Resilience in the face of challenges, with the ability to remain focused and solution-oriented under pressure

Desired skills, knowledge and abilities.

- Knowledge of Charity SORP and the latest VAT rules and guidance
- Strong commitment to growing own knowledge and skills
- Can-do attitude to problem solving and unfamiliar challenges