

## Finance Graduate

### Purpose of the team:

The Finance team works to end educational inequality by helping the organisation to budgets and forecasts, provide analysis, insight, influence and challenge, from a Finance perspective, to enhance the quality of business decision-making and to drive improved performance.

### Purpose of the role:

We are seeking an excellent graduate to work in our Finance team to become a rounded Finance professional. You will be based within the Finance Business Partnering Team and will have opportunities to gain experience of our Financial Accounting work. You will be performing a real role with real responsibilities.

You will be expected to learn technical skills through in-job coaching and passing ACCA or CIMA exams. We expect that, after 3 years, you will be ACCA or CIMA qualified and with a wide range of work experience to use technical and softer skills.

### At this level you will:

- Report to the Head of Finance Business Partnering
- Receive coaching from Finance Business Partners and other senior members of the team

### Your responsibilities will include:

- Assisting the Finance Business Partnering team to provide financial data each month and analysis to stakeholders across the Charity
- Providing support during the annual budgeting and quarterly re-forecasting cycles to ensure that these processes are efficient
- Working with budget holders to understand their monthly financial performance to ensure that departments are seeking Value For Money
- Produce the management accounts for any and all parts of the business
- Support, and work closely with the finance business partner team to provide financial information as required, including financial reports on transactions, ledger reports, and information on individual accounting entries such as accruals, provisions, and other financial data.
- Load all approved budgets and forecasts in to the finance system
- Assist in the maintenance and improvement of all financial systems and policies

The critical responsibilities of this role are described above. They may be subject to reasonable changes *from time to time in line with business need*. As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

### Person Specification

#### Essential skills and experience:

- Excellent analytical and numerical abilities
- Good oral and written communication skills
- The ability to work as part of a team
- Accuracy and an eye for detail

#### Desirable skills and experience:

- Achieved at least a 2:1 in your degree and 3 B's at A-Level

All our employees are expected to model [our values](#) and help others to do so.

**Start date**

Please note this role is a start date of summer 2018, but is negotiable.

**Location**

*London office, 6 Mitre Passage, London SE10 0ER*

**Contract**

*Full time, permanent*

**Salary**

£20,000 plus £3,000 London weighting allowance & excellent benefits.

**Apply**

Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu.

**Next Steps**

We aim to provide feedback to all applications within 10 working days from the closing date.