



Scottish
autism

POSITION PROFILE

Senior Finance
Business Partner



The Organisation.....	3
The Role	4
The Individual.....	5
Remuneration & Recruitment Process	6





Scottish Autism is an organisation dedicated to enabling autistic people to lead happy, healthy and fulfilling lives. The organisation seeks to promote and provide care, education, support and opportunities for people with autism of all ages throughout Scotland. It works tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

Established in 1968 by a group of parents, Scottish Autism are now the largest provider of autism-specific services in Scotland and a leading authority and advocate for good autism practice. With a head office in Alloa, and over 1,000 staff working across Scotland, the organisation offers a large range of services for autistic people including education, day and vocational opportunities, supported living, outreach, respite and specialist transition support.

Scottish Autism also seeks to share their knowledge and expertise with parents, carers and other professionals in order to support the development of skills and strategies needed to provide the best care and support for autistic people. Building partnerships locally, nationally and internally provides them with the exciting opportunity to learn and share their knowledge of good autism practice with other countries.

A key expectation of everyone who works for Scottish Autism is that they live and breathe its values; **Collaboration, Change Makers, Compassion** and **Contribution**. Its values come into play throughout everything it does at work – how people work together, and how it delivers services to the people it supports and to the people it works alongside.





Reporting directly to the Financial Controller, the Senior Finance Business Partner will play a key role in the finance leadership team, which also includes one other Senior Finance Business Partner. You will work collaboratively with finance and non-financial colleagues to partner leaders and their teams across the business. You will support managers across all services at key meetings and assist with the development of commercial acumen across the organisation. This position will also provide insightful financial analysis which will include the production and monitoring of financial appraisals to aid decision making.

Key Tasks and Responsibilities

Supporting the Financial Controller, you will provide clear leadership across the finance function and play an active role in the finance leadership team. You will be accountable for the delivery of proactive business partnering across Scottish Autism.

You will be expected to lead on financial and resource issues, influence decision making and improve the understanding of business performance. The successful job holder will also assist in the development of strategy, deliver analysis and insight on commercial opportunities as well as produce option appraisals and financial scenarios to aid business decisions.

Responsibilities Include:

- Preparing, consolidating and presenting forecasts, budgets and longer-term financial plans, working together with departments
- Working with budget holders and their teams to understand the assigned department's activities and drivers of income and cost
- Contributing to strategic direction through providing insights from your financial and commercial work with managers across the business
- Leading the annual budget setting process, translating business intelligence and needs into robust annual budgets
- Supporting the production of monthly management accounts working alongside the Financial Controller
- Leading on the set up and ongoing monitoring of all the charities restricted funds. Being the conduit between departments their external stakeholders and the finance team
- Interpreting business reporting needs and developing reports, data analysis and operational KPIs
- Providing insight from the business to ensure that core finance policies, processes and outputs are understood and complied with, and responsive to the needs of the business
- Developing and maintaining costing and other financial models
- Acting as deputy to the Financial Controller where required



Knowledge and Experience

- Fully qualified Accountant ICAS / ACCA / CIMA or equivalent (candidates qualified by experience may be considered)
- Experience in producing financial and option appraisals
- Experience developed in a similar or equivalent role
- Proven financial and commercial acumen and leadership
- Experience in systems optimisation and process improvement
- Experience in practical application of accounting regulations
- Proficient in the use of specialist financial systems and Microsoft applications, in particular, Excel
- Experience in managing and developing a team of specialist staff
- Demonstrable negotiation and conflict resolution skills
- Experience of working in the not-for-profit sector and / or for a service provider

Skills and Attributes

- Strong leadership and management skills, with the proven ability to demonstrate continual improvement
- Collaborative approach to working
- Customer-focused, with a passion for understanding customers' needs
- A change maker, always looking for ways to improve processes
- Excellent interpersonal skills with the ability to build credibility across all levels of the organisation and positively influence outcomes
- Excellent communicator with the ability to distil complex technical information into clear simple messages
- Strong commercial finance background
- Proven ability to prioritise work and operate to tight deadlines
- Highly motivated and adaptable
- High-level analytical skills



Salary:	£46,225 - £49,559 (appointed at £46,225)
Location:	Alloa (once a week)
Additional Benefits:	Generous Annual Leave Allowance, Workplace pension up to 9% Employer Contributions, Learning Pathway, Employee Assistance Program, Values Awards - annual with chance to win prizes, Learning & Development, HSF Health Plan, Cycle to work scheme



Will Dodds, Manager - CFO Services

T: 07494 280 151

E: willdodds@rutherfordcross.com



Nadia Stahl, CFO Services

T: 07501 745 668

E: nadiastahl@rutherfordcross.com

The Recruitment Process

- To find out more about the role, please contact Scottish Autism's retained advisors Will Dodds and Nadia Stahl at Rutherford Cross by emailing willdodds@rutherfordcross.com or nadiastahl@rutherfordcross.com
- Selected professionals will then be invited to interview with selected shareholders and stakeholders
- All third-party applications, enquiries and direct approaches to Scottish Autism will be referred to Rutherford Cross