



**ENABLE
WORKS**

POSITION PROFILE

Finance Business Partner



Welcome Note from Alan McQueen, Finance Director of ENABLE Works.....	3
The Organisation	4
The Opportunity	5
The Individual	6
Remuneration and Recruitment Process.....	7



Welcome Note from Alan McQueen



Many thanks for your interest in our role of Finance Business Partner at ENABLE Works.

ENABLE Works is the largest specialist provider of employability, skills and training in Scotland delivering programmes supporting people who have barriers to work, for more than 35 years.

We are a dynamic and thriving organisation, with a reputation for excellence and a proven track record of success in pioneering innovative and inclusive programmes which support our clients to achieve well paid, sustainable careers.

ENABLE Works has grown significantly in the last five years and today delivers a diverse portfolio of programmes in education, skills, and employment, across the country, for people of any age.

Our values make us who we are and drive every decision we make. We want to achieve real societal change for every person in Scotland by unleashing potential in the workforce and challenging the perceptions of disability in the workplace. Working collaboratively with key decision makers we influence some of Scotland's leading employers to ensure Diversity and Inclusion is also at the heart of every decision they make.

If you would relish the opportunity to join an ambitious, quality driven and values-based organisation focused on ensuring everyone has the chance to develop their skills and discover their talents and ambitions, we would love to hear from you.



Alan McQueen
Finance Director



ENABLE Works, part of the ENABLE Group, is the largest specialist provider of employability, skills, and training services in Scotland, supporting people with learning disabilities and other barriers to employment to obtain and sustain high-quality and rewarding careers.

The charity believes that everyone deserves the chance to discover their talents and ambitions and develop their skills. Its vision of building a more equal society by challenging perceptions and unleashing potential, is more than just a mission statement, it sits at the core of everything that ENABLE Works does.

The charity currently operates across 28 local authorities, with 125 staff who help support over 4,500 people each year. Embedded in communities across Scotland, ENABLE Works provides employment skills and training services to people of all ages and backgrounds; from working in schools, Colleges and Universities, to people who have never worked, or are returning to the workplace.

In addition, ENABLE Works supports thousands of employers all over Scotland to welcome people who have additional support needs into their workforce. The charity's Diversity and Inclusion team support businesses to recruit new talent and offer each new employer a tailored package of support to ensure the experience is a rewarding one.

ENABLE Works has five core values which guide all activities:

- **Respect** – We respect our clients and each other at all times
- **Integrity** – We are always honest and truthful
- **Equality** – We always treat everyone the same
- **Ethics** – We always try to do the right thing
- **Ambition** – We always strive to improve the lives of clients and members, and create the best environment for co-workers





Job Title:	Finance Business Partner
Reports to:	Finance Director
Direct Report:	1x Assistant Finance Business Partner
Location:	Glasgow (Hybrid / Flexible) 2 days per week office requirement

The Finance Business Partner will report directly into the Finance Director and will regularly be working with colleagues across the organisation, as well as external stakeholders. Therefore, excellent communication skills and the ability to collaborate effectively is vital for the successful candidate. The Finance Business Partner will also have line management responsibility for the Assistant Finance Business Partner, therefore previous people management experience would also be advantageous.

Key Responsibilities:

- To liaise with our ENABLE Works Pillar senior colleagues and External Partners to prepare accurate monthly and quarterly funding Claims, within required timescales and ensuring all funds have been applied in accordance with the funding conditions, for review by local authorities and other funding partners
- To liaise and to build strong working relationships with local authorities and other external funding bodies to ensure these Claims are verified and approved in a timely fashion, including receipt of cash funds
- To assist other FBP's and senior managers in providing financial analysis and advice, over all areas of the Group but specifically regarding our ENABLE Works function, in a timely, user-friendly format that will also enable non-finance managers to understand the financial performance of their allocated areas
- To liaise with our Charity Pillar to prepare accurate and efficient tenders for new charity-related grant funding and to ensure that grant is delivered in line with objectives
- To assist in the preparation and setting of key internal reports including the annual budget and quarterly forecasts
- To lead on the preparation of month-end financial reports and key statistics for specific areas of the business, including following up and resolving all outstanding issues
- To assist with the preparation financial tenders for new services ensuring that accurate costings are calculated to ensure the financial sustainability of the Charity moving forward
- To have line-management responsibility for the development and performance of the Assistant Finance Business Partner, including regular reviews and providing support when required
- To represent the Finance Department in and to contribute to regular internal and external meetings with senior staff
- To ensure compliance with organisational policies and procedures



The Finance Business Partner will be responsible for budgeting, forecasting, management accounting and providing the financial data and analysis to support decision making.

The role requires a proactive individual with the ability to work collaboratively to deliver success. The successful individual should have a proven track record of building and maintaining strong and effective relationships with a wide range of stakeholders.

The ideal candidate will have demonstrated relevant experience in a finance role and hold (or be working towards) an ACCA or CIMA professional qualification or equivalent.

It is important that the Finance Business Partner also has a can-do attitude with a practical and creative approach to problem solving.

Knowledge, Skills & Experience:

- A Qualified / Part-Qualified or 'Qualified By Experience' Accountant
- Strong knowledge of accounting principles and practices
- Strong analytical skills
- Demonstrated experience of working towards tight deadlines
- Demonstrated ability to build strong relationships at all levels
- Highly proficient in Office 365 and other common technology platforms
- Experience within the care sector is not essential, but would be advantageous

Personal Qualities:

- Good organisational skills and attention to detail
- Excellent time management and prioritisation skills
- A high level of interpersonal, communication (verbal and written) and presentation skills
- Significant personal drive and resilience
- Self-management skills and the ability to meet duties effectively
- A strong commitment to ENABLE Works' core mission and values



Remuneration:

Salary: £40,000 - £50,000 (Dependent on experience)

Pension: Stakeholder Pension (Employee 4% & Employer 7% contributions)

Holidays: 32 days holiday (including stats)

The Recruitment Process:

For more information, interested candidates should contact Gillian O'Neil at Rutherford Cross.



Gillian O'Neil, CFO Services

+44 7432482882

gillianoneil@rutherfordcross.com

