



Sands  
Application Information

**Finance Reporting Business Partner**

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December 2024

# About Sands

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Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

We provide bereavement support services both nationally through our Freephone helpline, online community and resources, as well as locally through a network of around 100 regional support groups based across the UK and run by trained befrienders.

Working in partnership with professionals, trusts and health boards, we offer a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.

Additionally, we promote improvements in practice and support research to better understand the causes of deaths and save babies' lives.

Sands raises awareness of baby loss and works with government, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Over the past 45 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by 40% since 2012 and, as part of our strategic plan, is focusing on how we can make the biggest different to the lives of bereaved families and save babies' lives. To find out more, visit [www.sands.org.uk](http://www.sands.org.uk)

Our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

# Sands Staff Benefits

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## Annual Leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

## Employee Assistance Services

As part of its commitment to employee wellbeing, Sands offers all Staff access to the Bupa employee Assistance service which offers free and confidential counselling and wellbeing support. Support is available on a range of issues including legal, financial, emotional, health, and work-related concerns.

## Sand Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

## Sands Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aviva Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

## Life Insurance

All Staff are covered by a Life Insurance Policy which pays 3 x annual salary to nominated beneficiaries. Staff also have access to additional services from Legal and General including legal and financial support, a medical helpline, and a health and wellbeing platform. Additionally, Staff have access to a wide range of shopping offers and discounts, plus advice on finding and funding later life care for their loved ones or themselves.

## Flexible Working

All Staff can apply for flexible working with effect from their first date of employment.

## Maternity Pay

Staff on maternity leave are paid their full salary for the first 26 weeks of their period of leave.

## Tickets for Good

All Staff have membership of a platform which offers free and discounted tickets to a wide range of entertainment events.

## Leave for the Death of a Baby or Pregnancy Loss

Any member of Staff affected by the death of baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

## Staff Reward Scheme

All Staff can participate in a monthly Reward Scheme

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**Sands is an inclusive and diversity-friendly employer. We are committed to promoting equality, valuing diversity and working inclusively. We welcome and encourage applications from people of all backgrounds and do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.**

# About the role

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Sands offers support to anyone affected by the death of a baby.

This is a new, high-profile role which plays a critical role in the Finance department by providing detailed financial analysis, business reporting, and strategic insights to key departments and the senior leadership team.

The post-holder will act as a liaison between the Finance Team and other departments, ensuring that decision-makers have access to accurate and timely financial data to drive business performance and support strategic initiatives.

The ideal candidate will have strong financial acumen, exceptional communication skills, and the ability to translate complex data into actionable insights.

You will have strong analytical and financial modelling skills, together with excellent written and verbal communication skills.

A high level of proficiency in Excel is essential, including advanced functions such as (VLOOKUP, pivot tables, macros).

With a highly organised and collaborative approach, you will be able to build strong relationships with non-finance stakeholders and influence decision making.

Additionally, you will also be able to manage multiple projects and deadlines in a fast-paced environment.

## To apply:

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Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to [recruitment@sands.org.uk](mailto:recruitment@sands.org.uk).

CVs and supporting statements should be sent as attachments to an email in either Word or PDF format. The title of the attachments should be your first name, surname and either CV or supporting statement e.g. "Name CV"

Please also complete the Diversity and Equality Monitoring Form and send this with your application.

**Closing date for applications** : 14<sup>th</sup> January 2025

**Interview Date:** w/c 27<sup>th</sup> January 2025

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

# Job Description

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<b>Job Title:</b>	<b>Finance Reporting Business Partner</b>
<b>Responsible to:</b>	Head of Finance
<b>Location:</b>	Hybrid – 80% Remote working, 1 day per week in London Office
<b>Contract:</b>	Permanent
<b>Salary:</b>	£45,000 per annum plus £312 per annum Homeworker Allowance
<b>Hours:</b>	35 hours per week

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## **Main Purpose of Job**

The Business Partner Reporting Analyst plays a critical role in the Finance department by providing detailed financial analysis, business reporting, and strategic insights to key departments and the Senior Leadership team.

This position acts as a liaison between finance and other departments, ensuring that decision-makers have access to accurate and timely financial data to drive business performance and support strategic initiatives. The ideal candidate will have strong financial acumen, exceptional communication skills, and the ability to translate complex data into actionable insights.

## **Key Responsibilities:**

- **Business Partnering:**
  - Collaborate with key organisational units (e.g., Fundraising, Data) to understand their financial needs and provide tailored reporting and insights.
  - Collaborate with key organisational units (e.g., T&E, Data) to build costing analysis for new commercial decision making.
  - Serve as a strategic advisor to business units, providing financial guidance on operational decisions, budget management, and cost-saving initiatives.
  - Proactively identify areas for financial improvement, making recommendations to business units to drive profitability and cost-efficiency.

- **Financial Reporting & Analysis:**
  - Assist the HoF with monthly management accounting, ensuring with the team that all postings and reconciliations have been carried out correctly and in a manner that ensures the integrity of the management reports
  - Prepare, analyse, and distribute timely and accurate monthly, quarterly, and annual financial reports.
  - Provide detailed variance analysis and commentary on financial performance versus budget, forecast, and prior periods.
  - Assist in the development of dashboards, key performance indicators (KPIs), and financial models to monitor business performance.
  - Supporting the business to develop the divisional strategy including the delivery of timely and accurate management reporting and supporting and supporting the division in delivering the global budgets and forecast communicating to the business about trends, drivers and other movements
  - Reviewing business performance, supporting the divisions to understand drivers and provide advice and challenge to the Divisional Executive teams developing KPI's and measures to assess performance
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  - Support month-end, quarter-end, and year-end financial close processes by ensuring accurate and timely reporting of financial results.
  
- **Inventory & Stock Management:**
  - Collaborate with the warehouse or inventory control team to ensure adequate stock levels and timely replenishment of supplies.
  - Make sure Stock and inventory are recorded accurately in a timely manner
  - Assist in monitoring inventory levels.
  
- **Procurement:**
  - Collaborate with all budget holders to centralise and control procurement to aid accurate budgeting
  - Own the organisations procurement function: provide key purchasing reporting analysis and insight
  
- **Budgeting & Forecasting:**
  - Support the annual budgeting and quarterly forecasting processes, working closely with Heads of and Directors to gather inputs and validate assumptions.



- Provide analytical support for scenario analysis, including risks, opportunities, and potential impacts on financial performance.
- Assist in the continuous improvement of financial planning processes, tools, and methodologies.
- **Data Management & Integrity:**
  - Ensure the accuracy and completeness of financial data, including transactional data, cost allocations, and revenue recognition.
  - Develop and maintain financial models that support forecasting, budgeting, and business case analysis.
  - Collaborate with IT and other departments to ensure that financial systems and reporting tools are optimized and aligned with business needs.
- **Ad Hoc Reporting & Analysis:**
  - Respond to ad hoc reporting and analysis requests from senior management and department heads.
  - Conduct deep-dive financial analyses to identify trends, risks, and opportunities across the business.
  - Support strategic projects and initiatives, including M&A activity, capital expenditure planning, and market expansion strategies.

**This Job Description is not contractual and subject to change according to team requirements.**

# Person Specification

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Skills and Experience		
Importance	Criteria	Assessment
Essential	Relevant experience in financial analysis, reporting, or business partnering roles.	Application, interview
Essential	Experience in third sector/charity reporting	Application, interview
Essential	Strong analytical and financial modelling skills	Application, interview
Essential	Excellent written and verbal communication skills, with the ability to present complex financial data in a clear and concise manner (presentations).	Application, interview
Essential	Proficiency in Microsoft Excel, including advanced functions (VLOOKUP, pivot tables, macros).	Application, interview
Essential	Ability to build strong relationships with non-finance stakeholders and influence decision-making	Application, interview
Essential	Attention to detail and commitment to accuracy	Application, interview
Essential	Ability to manage multiple projects and deadlines in a fast-paced environment.	Application, interview,
Behavioural Competencies		
Importance	Criteria	Assessment
Essential	Proactive, results-oriented mindset with a drive to continuously improve processes.	Application, interview
Essential	Strong problem-solving skills with the ability to think strategically and tactically.	Application, interview
Essential	A collaborative team player who is comfortable working across multiple business units.	Application, interview
Qualifications		
Criteria		
Essential	Accounting qualification CIMA (qualified or part qualified)	Application, interview