

## Finance Business Manager

**Salary: £55,000 - £60,000 per annum (depending on experience)**

**Full time - 35 hours per week**

**Hybrid Working – Home Based/Princes Risborough**

*We're Association for Project Management (APM). We're a professional membership organisation that sets the standards for the project profession. As a registered charity, we reinvest our surplus for the benefit of our members and the profession. We deliver education and develop qualifications. We conduct research and provide knowledge and resources. We run events and share best practice. We give people the opportunity to connect and provide community for our individual members and corporate partners, wherever they are. Above all, when doing so makes a difference, we challenge the status quo*

### Job Role Overview

We have an exciting opportunity for a Finance Business Manager to join our finance team reporting directly to the Head of Finance. The role will play a pivotal role in the financial stewardship of the organisation, ensuring robust financial planning, detailed analysis, and insightful reporting to drive strategic decision-making. This role will support senior management with forecasting, budgeting, and performance analysis, ensuring that APM's financial resources are used effectively to maximise our impact.

### Dimensions & limits

The successful role holder will have oversight of APM's financial planning process, including budgets, forecasting and cashflow. They will manage a small team consisting of a Finance Business Partner and part time of a Management Accountant and will have regular interaction with budget holders, senior management, project managers and business department leaders.

Are you passionate about driving strategic decision-making through data-driven insights? Do you thrive in a dynamic environment where your financial expertise can truly make an impact? If yes, we would love to hear from you.

### Qualifications

- Fully qualified in a recognised professional accounting qualification, such as ACA, ACCA, or CIMA.

### Experience

- Experience in financial planning and analysis
- Managerial experience.
- Proven experience in budgeting, financial forecasting, and performance analysis

### Skills

- Strong ability to analyse financial data, identify trends, and make data-driven recommendations
- Proficiency in financial modelling, advanced Excel skills, and experience with financial management software
- Ability to prepare clear and comprehensive financial reports and effectively communicate with stakeholders

## **Why APM?**

We're Association for Project Management (APM). We're united in our aim to help project professionals around the world deliver better projects, setting the highest standards for the industry. Ask our people what's great about working here and the views are unanimous. You'll be joining a community that's friendly and caring. We believe that good communication creates a culture that's open and fair. We ensure everyone at APM, regardless of their role, has a voice and knows they'll be listened to and treated with respect. We see everyone as individuals and champion diversity and inclusion, both within APM and across the wider project profession. You'll work in a collaborative environment that's thoughtful, considerate and positive. You'll be supported by your team and across departments so, together, we meet the high standards we set ourselves.

**If you are interested in this opportunity and feel you have the necessary attributes, skills and expertise for the role, please send your CV and covering letter to e-mail: [recruitment@apm.org.uk](mailto:recruitment@apm.org.uk)**

**We reserve the right to close the vacancy once we have received sufficient applications, so please be advised to submit your application as early as possible.**

**At APM we are open to talking about flexible working arrangements and reasonable adjustments please reach out to discuss further.**

## ***Main benefits at APM:***

- 25 days holiday (excluding all public holidays). This increases after four years' service.
- Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind'.
- Pension scheme offered in line with auto enrolment with up to 8% contribution from APM.
- Company sick pay scheme.
- Life assurance at four times the salary.
- Salary sacrifice schemes – pension, cycle to work scheme, additional annual leave (up to 10 days).
- Free parking on site.
- Employee Assistance Programme.
- Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM's overall financial performance.
- One paid volunteering day per year.
- Hybrid/flexible working options are available dependent on job role. However, there is a requirement to come into the office 4 days per month.