

## Finance Business Manager (Hybrid/Remote)

**Salary: £50,000 circa per annum depending on experience**

**Full time permanent - 35 hours per week**

**Location – Princes Risborough, Buckinghamshire, HP279LE**

*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*

APM have an exciting opportunity for a Finance Business Manager to join the team. The role holder will support the organisation: lead finance business partnering ensuring active engagement between APM's operational and support departments and Finance – be a trusted advisor; strategy support; business planning, budgeting and forecasting oversight.

The successful candidate will be responsible for business case preparation including financial modelling of new and existing products; costing/pricing decision support; oversee finance representation for organisational and departmental projects including IT systems.

### Qualifications

- Qualified ACCA/CIMA/ACA

### Experience

- Substantial practical experience of reporting up to board or executive management level
- Experience of working with senior staff to prepare plans including leading workshops
- Used to working to tight deadlines
- Experience in providing accurate and timely information to a very high standard
- High level of financial modelling
- Experience of business planning, budgeting and forecasting
- Experience of finding solutions to complex financial challenges using Excel and other tools
- Ability to highlight trends and detect financial inconsistencies when analysing and summarising detailed financial and non- financial information

### Knowledge

- Significant knowledge of business plans and models
- Good working knowledge of computerised accounting systems
- Good knowledge of budgeting and forecasting techniques
- Understanding of all major accounting principles
- Understanding and experience with major strategic business models
- Understanding and application of financial strategic tools such as discounted cashflow, breakeven analysis etc

## **Skills**

- Confident and effective communication skills including the ability to understand different audiences and disseminate complex information in an easy to comprehend format
- Highly developed numeracy skills and data interpretation
- Leadership skills
- Stakeholder management skills including Influencing, coaching and negotiating; confident in challenging senior managers
- Problem solving
- Strong attention to detail
- High level of presentational skills
- Ability to communicate clearly and concisely in writing to board and executive management level
- Proven ability to build and maintain productive and cooperative working relationships with the Executive team and budget owners in a changing environment
- Proactive and positive team working attitude
- Excellent organisational and planning capability
- Commercial awareness
- Able to work effectively to deadlines
- Good PC skills including Word, PowerPoint and outlook
- Excel to advanced level (Pivots, SUMIF, VLOOKUP, COUNTIF etc.)
- Able to learn quickly through a variety of training styles
- Comfortable with ambiguity

## **Why APM?**

APM is chartered. We're the only chartered organisation representing the project profession, anywhere in the world. We know that better project delivery is about achieving your desired outcome. We believe that doing so is about so much more than process alone. We're champions of the new. There has never been a more important time for debate, so naturally we're at the heart and helm of that too. In a complex and shifting world, we're helping the project profession deliver better.

**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**

***Main benefits at APM:***

- 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years' service, then another day every other year, to a max of 30 days per year).
- Private healthcare and dental cover are 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. APM can contribute up to 7% of your salary depending on your own contribution. APM will contribute a minimum 4% of your salary. The pension scheme is available as a salary sacrifice.
- There is a sick pay scheme which pays up to 30 days (pro-rated for part time employees) full pay for sickness absence in a rolling 12 months period, payable after probationary period.
- Life assurance at four times the salary.
- Salary sacrifice schemes – cycle to work scheme, additional annual leave (up to 10 days), and pension scheme.
- Free parking – this is not guaranteed.
- Employee Assistance Programme
- Performance Related Pay (PRP) scheme for eligible employees. The discretionary bonus will take account of individual performance as well as APM's overall financial performance
- One volunteering day per year
- Hybrid/flexible working options are available dependent on job role.