

Assistant finance business partner



Directorate
Operations

Team
Finance

Reporting manager
Senior finance business partner

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The operations directorate provides professional support services for the organisation. Our role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals. We do this through legal compliance, business planning, people and organisational development, impact evaluation, insight gathering, strategy development, professional dealings with internal and external stakeholders, and by following good business and sector practice.

The role of the finance team is to support the charity and its subsidiaries in the efficient and effective running of all aspects of financial operations. Addressing all issues of a finance nature and providing all relevant financial information to meet internal and external demands.

Job purpose

To predominantly support the senior finance business partner and the wider finance team in order to deliver improvements to financial reporting to stakeholders.

Key tasks and duties

Business partnering specific to the operations directorate

- To provide insight and understanding to the stakeholders within the directorate of the business performance.
- To build and develop relationships with associate directors, heads and senior managers.
- To be responsible for monthly forecasting – income and expenditure for management accounts.
- To hold regular sessions with the associate directors and budget holders where appropriate to:
 - Analyse and discuss monthly results
 - Understand basis/changes to forecast
 - Understand and organise, along with others, any additional training and reporting requirements and support from finance
- To be the key contact person with the institute of cancer research relating to royalty income and grant payments and liaising with the research team to resolve any issues.
- To ensure monthly payroll is accurately reflected in the finance system and to submit the annual P11D to HMRC.
- To ensure all balance sheet reconciliations are carried out relating to payroll.

Other finance and general responsibilities

- Production of monthly management accounts within agreed timescales, including accruals, prepayments and ledger analysis
- Support the annual budget and monthly forecasting process.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Part-qualified accountant with a recognised professional body (e.g. ACA, ACCA or CIMA)	X	
Experience of producing management accounts and liaising with budget holders on financial performance	X	
Experience in training non-financial team members in finance related matters		X
Experience of accounts packages	X	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Of finance business partnering and reviewing reports with budget holders	X	

Skills and attributes

It's **essential** for you to have the following:

	Method of Assessment	
	Shortlist	Interview
Good communicator and strong interpersonal skills		X
Advanced Excel skills	X	
Ability to work well within a team and independently		X
Willing and able to question work procedures and suggest changes		X
Ability to respond effectively to changing priorities	X	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
To have an interest in the issues surrounding the research and care into Breast Cancer	X	

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Reconciliation of balance sheet accounts	X	

Role information

Key internal working relationships

You'll work closely with the following:

- Finance team
- Colleagues within the research and public health directorate
- Colleagues within the support and influencing directorate
- Colleagues within the operations directorate

Key external working relationships

You'll work closely with the following:

- Customers of the research, support and influencing and operations directorates
- Auditors

General information

Role location and our hybrid working model	<p>This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>6th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p>
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	<p>We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.</p>
Conflict of interests	<p>You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.</p>

Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated June 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity