

Vacancy: Endowment Accountant and Business Partner

About us

At Guy's & St Thomas' Foundation, our mission is clear - to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [working with us](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

Job description

The opportunity	
Job title:	Endowment Accountant and Business partner
Salary:	£60,000-65,000
Contract type:	Permanent
Closing date:	29 th November 2024
Interview dates:	TBC
Reporting to:	Financial Controller

The team:	Finance
	<p>We are currently looking for an Endowment Accountant and Business Partner to work with our busy and growing Finance team.</p> <p>Key Responsibilities</p> <p>Business partnership</p> <ul style="list-style-type: none"> • Provide a full business partnering support to the Endowment business unit: • Build, maintain and develop effective relationships with members of the Endowment team and work closely with them to improve mutual knowledge and financial understanding. • Serve as a key partner to Endowment leadership, acting as a 'critical friend' by challenging assumptions and activities were necessary to ensure alignment of strategic and financial goals. • Develop the business partner role into one that is fully able to proactively support strategic decision making, provide forward-looking insight and analysis, deliver effective financial performance information, and support the development of a culture of value-for-money within the Endowment. <p>Accounting, reporting, budgeting and planning</p> <ul style="list-style-type: none"> • Perform the accounting for the property and financial investing activities of the business unit, including property rental income and expenditure derived from third party managers' reports. • Prepare regular financial reports, including P&L statements, balance sheets and cash flow statements which are tailored to both the Endowment's and the wider organisation's needs and aligned with their structures. • Prepare regular short- and long-term cash flow forecasts, and support cash management within the endowment as well as across the wider group. • Develop and track key performance indicators. • Develop and produce effective dashboards and other reporting to provide insight and support decision making. • Lead from a finance perspective the budgeting and forecasting processes for the Endowment, and support their integration into the wider organisation's processes. • Support the annual property valuation process. <p>Data insight and integrity</p>

- Have a thorough understanding of the management, maintenance, flow and reconciliation of the financial data relating to the Endowment across multiple systems.
- Conduct rigorous analysis of financial data, trends, and performance metrics to derive insights and offer recommendations for informed decision-making.
- Use advanced financial modelling and analytics to produce actionable insights.
- Ensure the accuracy and integrity of financial data for the endowment portfolio.

Collaboration

- Support the Endowment team with any new process, including working with other teams to ensure end-to-end financial integrity.
- Support investment processes by assisting with KYC and overseas tax forms.
- Collaborate effectively within the Finance team to enhance performance and ensure alignment with organisational objectives.
- Work with internal/external auditors and other stakeholders as required.
- Support governance processes by providing necessary financial information and analysis.

Skills, Knowledge and Expertise

Knowledge and qualifications

- Qualified or part-qualified accountant (e.g., ACCA, ACA, CIMA or equivalent) or qualified accounting technician (e.g. AAT) - desirable but not essential.
- Understanding of the accounting framework and financial challenges for the property and financial investment sectors.
- Strategic financial knowledge.

Experience

- Demonstrable success in preparing management information related to property and investment activities.
- Solid strategic financial acumen and commercial awareness.
- Established track record of cultivating successful business relationships and partnerships.

Skills and abilities

- Highly numerate with advanced Excel skills (essential, will be tested).
- Strong analytical, problem-solving and communication skills (essential).
- Advanced user of Access Financials, Access Analytics and Access Office Integration (desirable).

Personal attributes

- Self-starter, able to work under own initiative and organise own time to meet deadlines.
- Proactive in building and maintaining robust business relationships.
- Strong business sense, with an ability to see the bigger picture beyond the numbers.
- Deadline-oriented with the ability to manage multiple priorities.
- Strong organisational and time-management skills.
- Commitment to maintaining confidentiality and integrity in financial matters.
- Flexible, able to work with and contribute to the team.
- Attention to detail and accuracy

Benefits

- Up to 12% employer pension contributions
- Annual personal development budget
- Annual health and wellbeing personal allowance
- Enhanced maternity, paternity, and parental leave pay accessible without length of service requirements.
- Health and wellbeing programme that offers optional free yearly health check-ups.
- Support for healthy eating via fruit bowls and onsite lunch facilities.
- Agile working, flexible hours, and supportive IT kit.
- Shower facilities and bike lock area.
- Generous annual leave (27 days + bank holidays)
- Subsidies for glasses
- Employee Assistance Programme

How to apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk