

Job Description

Finance Business Partner

Finance team

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Compassion | Respect | Integrity | Innovation

[Read more about us and our values](#)

1 Overview

About the service

The Finance Team sits within the Corporate Services pillar and acts as a service department for the whole organisation, helping all teams meet their financial targets and ensuring compliance with all relevant regulations. The team consists of a Senior Finance Manager, Finance Officer and Finance Coordinator, alongside this role.

About the role

We are seeking a proactive and collaborative **Finance Business Partner** to join our charity's finance team. This role is pivotal in supporting managers and senior leaders to make informed financial decisions that drive impact across our services. The role ensures that income streams are well-managed, sustainable and aligned with the charity's mission. Acting as a bridge between finance and income-generating teams, the postholder will deliver insight, strengthen financial controls, and enable growth.

2 Tasks and Responsibilities

- **Business Partnering**

- Work closely with service leads, project managers, and senior leadership to provide financial insight and guidance.
- Translate complex financial information into clear, actionable advice for non-finance colleagues.
- Partner with fundraising, business development and service teams to develop accurate income forecasts.
- Work with Finance colleagues to ensure all income is received on time by raising invoices and submitting claims in a timely manner.
- Act as the first point of contact for finance queries within designated areas.

- **Monitoring & Reporting**

- Track performance of income streams against targets, highlighting risks and opportunities.
- Produce clear, tailored reports for fundraising managers, grant leads, and senior managers.
- Ensure compliance with donor, funder, and contract reporting requirements.

- **Support Senior Finance Manager**

- Provide analytical and operational support to the Senior Finance Manager in overseeing income streams.
- Ensure all accruals, prepayments and provisions are correctly recorded and reconciled.
- Support month-end close processes, including balance sheet reconciliations, ensuring accuracy and timeliness of financial reporting.
- Assist in preparing management reports, forecasts, and presentations for senior leadership and trustees.
- Contribute to audits, external reviews, and compliance checks under the guidance of the Senior Finance Manager.
- Provide holiday cover for all members of the Finance team.

3 Person Specification

Knowledge and Experience	
Strong track record in management accounting, financial planning and analysis.	Essential
Analytical mindset with the ability to interpret data and provide strategic insight.	Essential
Experience working in or with the charity/not-for-profit sector.	Desirable
Knowledge of charity SORP and Scottish charity regulations.	Desirable
Experience with grant funding, restricted/unrestricted income, and donor reporting.	Desirable
Skills and Attributes	
Excellent communication skills with the ability to influence and build relationships across all levels.	Essential
Proactive, solution-focused mindset with a drive for continuous improvement.	Essential
Proficiency in financial and other IT systems, including Microsoft Excel.	Essential
Qualifications and Training	
Part-qualified accountant (CIMA, ACCA, or equivalent) or significant relevant experience.	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Finance Manager
<u>Workplace:</u>	Norton Park, Edinburgh plus some travel to other sites
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£34,930 to £39,806 per annum (scale points 31 to 36)
<u>Pension:</u>	Auto-enrolment into a Group Stakeholder Pension Scheme paid by salary exchange. Current contributions being 5% employee and 3% employer. Option of enhanced scheme with employer contributions of 6% initially, rising to 9% after 2 years and 12% after 5 years, subject to employee contributions of 6%.
<u>Duration:</u>	Permanent

5 Application Deadline and Interview Dates

<u>Closing date:</u>	12 noon on Monday 2 nd February 2026
<u>Interview date:</u>	Interviews will be held during the week of 9 th February 2026
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.