



London's
Air Ambulance
Charity



VACANCY INFORMATION PACK

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Registered Charity (801013)



LONDON'S AIR AMBULANCE
PARAMEDIC

LONDON'S AIR AMBULANCE
DOCTOR

Advanced
Trauma
Team

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INTRODUCTION FROM THE CEO

Thank you for your interest in joining our team.

This is an exciting time to join London's Air Ambulance Charity as we move forward with our biggest, most ambitious fundraising challenge in the charity's history, to raise an additional £15 million by 2024 to replace our two helicopters - the Up Against Time appeal.

We are extremely proud of our service which delivers rapid response and cutting-edge clinical care to save lives in London. We have a reputation as a world leader of pre-hospital care, attending over 43,000 patients over the years, on average five per day. We also provide support to the capital in times of great need, such as major incidents including the Croydon and Paddington crashes, 7/7 bombings and the Westminster, London Bridge and Fishmongers' Hall attacks.

Whether you are interested in joining our charity team or clinical operations team, every member of our workforce has a vital role in providing London with our life-saving service.

We are committed to building an engaged, effective and inclusive work environment. We want our employees to reach their full potential and feel proud and happy to be here. We commit to being advocates and stewards of our core values which guide everything we do, and our behaviour framework helps to describe what it looks like when we are working and interacting in a way that delivers on our values.

As you consider joining the charity, I hope this information pack will provide you with the information you need to make your application.

Yours sincerely,

Jonathan Jenkins
Chief Executive Officer



WHAT WE DO

In 2021/22 we raised almost £12.4 million (consolidated income) from our supporters and partners. Whether a one-off donation or a gift in kind, every stream of income is vital to the ongoing sustainability, growth and development of the charity. We rely on this support to continue delivering our core service, using our helicopters and rapid response cars to treat an average of five patients each day. The support received also helps us fund our Physician Response Unit (PRU) and strategic projects, including the expansion of our helipad facilities and vital clinical research like the Red Cell and Plasma trial.

It costs approximately £10 million (consolidated costs) to provide London with an advanced trauma care service, 24 hours a day, seven days a week.

Our Up Against Time appeal was launched in October 2022 to raise money to replace our two helicopters. This is the most ambitious appeal the charity has seen in its 33 year history with the need to raise an additional £15 million by 2024.

You can read our Annual Review documents [here](#) to understand more about our key achievements and milestones from the previous financial year.

BENEFITS OF WORKING FOR US

London's Air Ambulance Charity continues to develop a supportive and enabling environment that gets the best out of our people. We promote a culture of progression and professional advancement, offering a range of learning and development opportunities.

We offer a hybrid way of working and flexibility to self-organise on the principle that organisational needs take priority, followed by team needs and then individual requirements. We acknowledge the research that demonstrates home working facilitates the deep focus that some work requires. We also believe that it is important to spend time with each other to build and strengthen relationships on a social basis, as well as for work and learning and that culture is built on contact and collaboration that creates an enhanced sense of us being all in this together.

More information can be found [here](#).



WHO WE ARE

We aim to support a culture where our values are aligned with our behaviours and everyone, regardless of their role, and has a sense of belonging and knows they are making a valuable contribution to the organisation: saving more lives in London.

OUR VISION

To end preventable deaths in London from severe injury.

OUR MISSION

To save more lives in London through rapid response and cutting-edge care.

OUR VALUES

Compassionate

We care about people and put them at the heart of everything we do. We are kind, respectful and always keen to listen to feedback.

Courageous

We are prepared to achieve our mission in challenging environments. We are authentic, honest and not afraid to challenge and take calculated risks.

Pioneering

We embrace and lead change through our innovation and creativity. We are constantly learning, both from our successes and from our failures, to make sure we are always striving to improve.

OUR STRATEGY



Save time

Treating everyone who needs us, when and where they need us.



Better care

To improve patient care and to end preventable deaths.



Connecting with the people of London

To increase the number of charity givers in London who support our service.



Funding our ambitions

To ensure our financial security and sustainability to fund our organisational objectives.



Our culture

Continue to develop a supportive and enabling environment that gets the best out of our people.



EQUALITY, DIVERSITY AND INCLUSION

At London's Air Ambulance Charity we aspire to be representative of the communities we serve in London.

We acknowledge we're on a journey and we each need to contribute to make it an enriching, empowering and inclusive experience along the way.

Our values are "**Compassionate, Courageous and Pioneering**" and we each commit to being advocates and stewards of these at all times. We exemplify our behaviour framework and champion a culture of diversity and inclusion.

We understand that we each need to take responsibility for contributing to positive outcomes, to build a healthy culture; enabling London's Air Ambulance Charity to be one of the best places we'll ever work, and ultimately, better serve our patients.

BEHAVIOUR FRAMEWORK

London's Air Ambulance Charity is committed to continually improving how we work, how we learn and how we interact. Each of us needs to take responsibility for contributing to a healthy culture.

In mid-2022, we rolled out our behaviour framework. The behaviours help bring our values to life and describe what it looks like when we are working and interacting in a way that delivers these. We ask all staff to commit to being advocates and stewards of these behaviours, and encourage you to hold one another to account if we fall short.

More information on our behaviour framework can be found [here](#), within the 'values and behaviours' section.



Finance Business Partner

Contract: Permanent

Hours: Full time

Reports to: Deputy Director of Finance

Location: Mansell Street E1 8AN

Member of: Finance

Direct reports: None

Salary: £45-55K depending on experience and qualifications + benefits.

Context

London's Air Ambulance treats patients who experience critical injury in the capital and support them and their families on a road to recovery. This is only possible through close collaboration between London's Air Ambulance Charity, the London Ambulance Service (LAS), Barts Health NHS Trust (Barts), London's Major Trauma Centres and the wider Major Trauma Networks, to deliver ground-breaking care and save lives.

To deliver this service the Charity is split across two locations, with offices in Mansell St and in the Royal London Hospital.

The Charity has grown significantly in size and complexity over the last few years and we are now seeking a Finance Business Partner to support the Deputy Director of Finance to provide the charity's Financial Performance and Analysis function.

About the role

Reporting to the Deputy Director of Finance this post supports the provision of high quality financial reporting to assist budget holders, managers, directors and trustees. Acting as a finance business partner you will provide financial insights, analysis, and guidance to support decision-making and drive the financial performance of the charity.

To support the post holder's professional development we offer supervision and support towards a relevant professional qualification.

Key objectives:

- Creating and maintaining forward-looking financial models and reports.
- Designing, monitoring, and improving financial tools, reports, and templates.
- Acting as a finance business partner to specific teams within the charity.
- Producing monthly management reporting to support analysis and providing high quality information for use across the charity through to the Board of Trustees.
- Involvement in the development and implementation of budgeting and forecasting processes.
- Supporting with using financial systems efficiently and effectively.

Key responsibilities:

- Financial reporting: Prepare monthly, quarterly, and annual financial reports for the charity, ensuring accuracy, timeliness, and compliance with regulatory requirements. Own the full life cycle of reports from build to delivery.
- Budgeting and forecasting: Assist the Head of Financial Performance & Analysis in the development of annual budgets and forecasts, collaborating with department heads to gather necessary information and oversee the consolidation and review of departmental budgets into a cohesive organisational budget.
- Financial analysis: Monitor actual performance against projections and conduct analysis to identify trends, variances, and opportunities.
- Systems accounting: Maintain and improve the charity's accounting systems and processes, ensuring data integrity and implementing new features or upgrades as required.
- CRM management: Work closely with the Head of Financial Accounting and Head of Data to ensure financial reporting requirements are adequately considered when managing the CRM.
- Advanced data analysis: Utilise tools such as PowerBI, Power Query, and advanced Excel functions to build reports, conduct in-depth financial analysis and provide actionable insights to support decision-making.
- SharePoint collaboration: Work with Microsoft SharePoint to manage, store, and share financial information and documentation with internal stakeholders.
- Stakeholder collaboration: Work closely with internal and external stakeholders, including finance and non-finance colleagues, to support strategic planning and decision-making.
- Ad-hoc projects: Support the Head of FP&A with ad-hoc financial projects and initiatives as required.

General responsibilities:

- Contribute to effective day to day financial management by providing efficient admin support.
- Flexible to provide cover for other finance team members as required and appropriate.
- Document processes and procedures in the Finance Team Operating Manual.
- Plan, organise and manage your own workload to ensure your contribution to the organisation's monthly financial reporting process is achieved in a timely and accurate manner.
- Attending Clinical Governance Days as required.
- Support wider charity activities from time to time.
- Actively promote the core values and behaviours of LAAC whilst working towards achieving the strategic objectives of the charity.
- Have a strong working knowledge of LAAC's vision, mission and impact.
- Comply with Health & Safety and GDPR legislation and relevant internal policies.

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Equal Opportunities, In addition to specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities in relation to the post. The degree of knowledge required will depend on the level and nature of the post in question.



About the Person

You will be an experienced finance professional keen to develop your career in finance. You will have a strong drive to continually expand your finance knowledge and possess advanced Excel skills that enable you to build reports, extract meaningful insights and communicate them effectively to stakeholders.

Essential Qualifications

- Qualified or working towards an accountancy qualification (ACA, CIMA, ACCA or equivalent).

Essential Knowledge and Experience

- Experience of working in a similar / equivalent finance role.
- Experience in financial planning, budgeting, and analysis.
- Experience of creating financial reports for internal or external stakeholders.
- Technical proficiency in financial modelling and data analysis tools including Excel (advanced), PowerBI, Power Query.
- Familiarity with financial systems, accounting software, Microsoft SharePoint and CRM platforms.
- Demonstrable experience of implementing new process for improvements.
- Understanding of the Equality Act and good working practices in relation to Equality, Diversity and Inclusion.

Desirable Knowledge and Experience

- Experience of working for a charity or not-for-profit sector.

Skills & Personal Attributes

- Analytical mindset: Have strong analytical skills to identify trends, anomalies, and opportunities within financial data and provide meaningful insights to stakeholders.
- Attention to detail: Detail-oriented, ensuring accuracy in financial reports, data analysis, and report building.
- Communication skills: Strong written and verbal communication skills to be able to present complex financial information to non-finance colleagues in an easily understandable manner.
- Team player: Able to work effectively with cross-functional teams, collaborating with colleagues from various departments within the charity.
- Proficient in use of all MS Office applications.
- Demonstrates honesty and integrity and promotes organisational values and behaviours.

London's Air Ambulance Limited is committed to eliminating any discrimination and promoting diversity and equality of opportunity in all it does. It is therefore London's Air Ambulance Limited's commitment to provide equal opportunities in employment and we will not unlawfully discriminate against job applicants, employees of the Company, volunteers, workers or contract workers on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation (unless, as in the case of pilots or fire crew physical fitness is essential to the performance).



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