



## Work with us... Join our Business Support team

Job description, person specification and other information on why joining the Dimensions team is a great choice to make!



# Welcome

As one of the country's largest not-for-profits, we are driven by our values. People with learning disabilities and their families are at the heart of everything we do and we want every person we support to have a great life, with excellent outcomes. We couldn't achieve this without a wide range of business support functions, either based within our central services teams or within regional teams.

It all starts with you!

## Why choose Dimensions?

We're an organisation that sets the standards for our sector.

By joining one of our business support functions you'll use market leading technology and tools to help us become an exemplar organisation, making sure we're the best we can be.

We encourage all our colleagues to have a healthy work-life balance and we'll work with you to regularly identify opportunities to develop your skills and career.

We can offer great opportunities for career development and offer sector-leading training programmes and qualification opportunities.

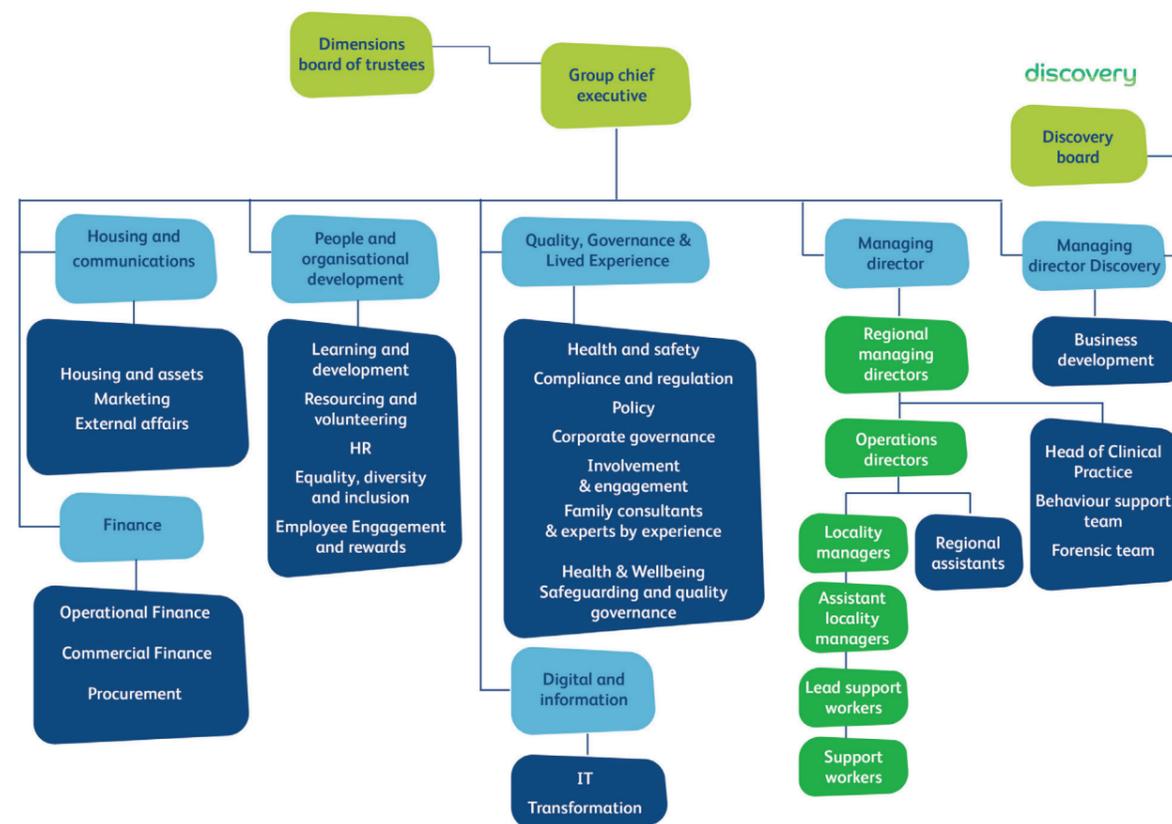
We are an inclusive employer, valuing the diversity of our workforce, being respectful of differences and making reasonable adjustments to ensure people reach their full potential.

Your hard work and dedication won't go unnoticed. You'll make a real difference to people's lives and could be nominated for our Inspiring People recognition scheme.

## Our team and our values

We are a values based employer, which means we expect everybody to demonstrate our five core values:

- **Ambition:** helping people be the best they can be
- **Courage:** being brave enough to make a difference
- **Integrity:** being honest and fair in all the things we do
- **Partnership:** working with other people to make a bigger difference
- **Respect:** treating everyone fairly and knowing that everyone's voice is important.



### Our career development programme:

## Aspire

All permanent colleagues have regular opportunities to gain a place on our award-winning career development programme, Aspire.

If you secure a place, you'll explore new ways and opportunities to progress with help from a professional career coach.

Your coach will support you to develop your training, job shadowing and networking opportunities.

From here, you'll work together with your line manager to establish a career development plan and see how you can achieve your goals.

### Our skills development programme:

## Learning Connect

Learning Connect is a fresh and interactive online learning platform available to all our colleagues.

You'll have the opportunity to work through a wide range of training courses and development pathways – learning new skills and improving your knowledge in areas such as assertiveness, time management, project management and handling conflict.



## Our benefits

Our sector-leading package of colleague benefits really builds up... Your benefits can be worth up to £1,220 per year.

### Your reward

- Competitive salary.
- 30 days annual leave entitlement (including bank holidays), rising to 35 days.
- Pensions, including a money purchase scheme with employee and employer contributions.
- An occupational sick pay scheme.
- The opportunity for flexible working.

### Looking after you

- Free access to the Employee Assistance Programme (EAP) with a 24/7 helpline for advice – also available to family members.
- A comprehensive wellbeing strategy and listening network.
- Free death in service life assurance cover.

### Valuing you

- Discounts and cashback on shopping through Rewarding Dimensions.
- Recognition of excellence in our Inspiring People awards.
- £200 bonus for recommending a friend to work for us if they're employed.
- You may also benefit from a work mobile phone, our bike to work scheme, season ticket loans, and more.

### Your development

- We provide a thorough induction and training programme when you join us.
- In addition to regular 1-2-1s and annual appraisals, we'll help you develop and progress your career.
- We've invested to provide you with free, ongoing access to a huge range of training and support to help you develop.

### Moving on up

- We offer fantastic career development opportunities and have a 'promote from within culture'.
- Aspire, our award-winning career development programme, will support to you to develop the skills, confidence and experience to progress your career within the Dimensions Group.
- We provide financial bonuses every five years through our Long Service Awards.

“Every individual makes a difference to the quality of support we provide, whatever job they do”

Sam Smith

Group Director of People & Organisational Development

“At Dimensions we believe that each and every role within the organisation contributes to achieving our organisational purpose: supporting people with a learning disability or autism to enjoy life to the full.

We encourage people from our central services to get out and about, to meet our operational colleagues and experience the work we do to support people.

We recognise that all of our roles have a vital contribution to make. We ensure that everyone is aware of the individual difference they can make to the quality of support we provide, whatever job they do.”



# Finance Assistant

## Job description and person specification

Accountable to: Finance Business Partner - Central

### Purpose of the role

A collaborative role within the Commercial Finance Team, reporting directly to Finance Business Partner, the Finance Assistant is a permanent role supporting the Finance Business Partner for Business Support.

The Finance Assistant is responsible for preparing accurate financial reports, maintaining comprehensive records, and providing essential administrative support to both the Commercial Finance team and business support colleagues. This role involves managing various financial tasks, ensuring efficient administration and documentation practices, and supporting the business support teams in their financial operations by providing timely and accurate information.

You will need to be used to supporting change in a busy, volume driven environment and supportive in driving continuous improvement.

### Core duties

- Responsible for managing the daily tasks of the Central Finance function, ensuring attention to detail.
- Prepare and process accurate journals to support the month end process, ensuring that key deadlines are met.
- Collate and input data for budget and forecast planning, collaborating with business support budget holders for accuracy and completion of data.
- Prepare monthly management reports and distribute to all business support budget holders within reporting deadlines.
- Meet with key stakeholders to ensure all inbound queries are resolved in a timely manner and that the financial information provided is fit for purpose.
- Review actual financial information for accuracy and process correction journals where needed.
- Identify opportunities for process enhancements and contribute to the development of more efficient practices and workflows.

### Month End

- Complete all tasks as outlined in the Central Finance month end task list.
- Prepare and process financial journals, ensuring accurate records.
- Handle all inbound queries and ad-hoc recharges to support the central finance function.

### Implementing Continuous Improvement

- Develop capability of finance and non-finance individuals.
- Share best practice performance management processes across Finance.
- Support the creation of action plans for new initiatives to achieve efficiencies.

### Interactions

- Commercial Finance team.
- Operational Finance team.
- Business Support Departments.

### Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
Part Qualified – AAT or equivalent (or QBE)	Essential	Shortlisting
Full clean driving license	Desirable	Shortlisting, Interview

Experience		
Experience of working in various areas of finance	Essential	Shortlisting/ Interview
Experience of working with stakeholders across an organisation	Essential	Shortlisting/ Interview
Experience of proactively developing partnerships with external customers	Essential	Shortlisting/ Interview
Experience of using Oracle	Desirable	Shortlisting

<b>Skills</b>		
The ability to communicate effectively (both written and verbal) at all levels both within the organisation and externally to build effective relationships with Finance & Operations staff	Essential	Shortlisting/ Interview
Strong inter-personal skills	Essential	Interview
Demonstrate an understanding of Dimensions core values	Essential	Interview
Good (intermediate level) Microsoft Excel knowledge, with the ability to use other Microsoft Packages	Essential	Interview
Exercise confidentiality when dealing with individuals, personal details and information	Essential	Shortlisting/ Interview

<b>Knowledge and understanding</b>		
Knowledge of accounting procedures and techniques	Essential	Shortlisting/ Interview
Understanding of the income streams for Care & Support operations.	Desirable	Shortlisting/ Interview
Experience of producing management accounts, reviewing financial statements, negotiating contracts and producing reports	Desirable	Shortlisting/ Interview

<b>Attributes</b>		
Demonstrate commitment to equality, diversity, inclusion and the values of Dimensions. Demonstrates fairness and consistency	Essential	Interview
Be a reliable, supportive and professional role model for Dimensions	Essential	Interview
To work flexibly according to the requirements of the organization	Essential	Interview
To be willing to work across the organisation, attend meetings which may require overnight stay or evening/weekend work if necessary	Essential	Interview

Show integrity, sensitivity and respect for others	Essential	Interview
Demonstrate commitment to own personal development	Desirable	Shortlisting/ Interview
The ability to initiate action and motivate others. To be confident and persuasive, able to inspire others in order to achieve desired outcomes	Essential	Interview
Action and outcomes orientation, demonstrating the ability to plan, organise and manage to agree timescales	Essential	Interview



# Better Lives for More People

Dimensions provides evidence-based, outcomes-focussed support including sector leading positive behaviour support for people with learning disabilities, autism and complex needs. We help the people we support to be actively involved in their communities.



## Contact us

Email: [resourcing@dimensions-uk.org](mailto:resourcing@dimensions-uk.org)

Telephone: 0300 303 9019

## Find out more

[www.dimensions-uk.org/careers](http://www.dimensions-uk.org/careers)

Find us on social media @DimensionsUK

June 2025

Dimensions (UK) Ltd is a charitable registered society number 31192R.  
Building 1230, Arlington Business Park, Theale RG7 4SA.