

**Job Title:**  
**Reporting to:**  
**Directorate**  
**Direct Reports:**

**Senior Finance Planning & Strategy Manager – Commercial Training**  
**Head of Financial Planning & Analysis**  
**Finance**  
**2**

**Job Band:** 1  
**Team** Finance

## Job Summary

- This roles leads the teams who deliver the Business Partnering, Planning, forecasting, analytics and financial reporting for the businesses across Enterprise (Training, Supplies, Trade Marketing)
- The role is a key leadership position within the Finance team for driving commercial analysis and insights to support and direct strategic decision making, track and govern spend and lead the revenue forecasting to forward-plan resources
- Responsible for supporting the management accounting and business partnering to Enterprise including budgeting and interim forecasts, ensuring they are aligned to strategic operational plans
- Working in partnership with the Commercial Director & Heads of across Enterprise, the role governs the pricing and discounting to deliver margin, providing insight and analysis to the teams and tracking progress
- Overseeing the training elements of the Property portfolio and scheduling of the courses, to optimise occupancy & capacity and make cost efficiencies to maximise revenue and contribution.

## Key Responsibilities

- Provide a best-in-class finance business partnering service to Enterprise and key stakeholders around St John regarding commercial activities
- Provide strong support to the Head of Financial Planning & Analysis through the delivery of high-quality business and financial analysis, with detailed outcomes and benefits, to support consistent and effective delivery of services or identify and present coherent rationales for change
- Provide financial acumen, support and challenge to St John's income generation teams, including pricing and financial analysis of new and existing contracts and development of process efficiencies and definition of solutions for operational effectiveness including participation in tenders and bid proposals as required
- Accountable for accurate commercial analytics including budget phasing, pricing, and discount proposals.
- Accountable for the commercial planning in terms of commercial training schedule to meet profitability and budget requirements, and strategy plans for the network.
- Provide leadership support and line management to the Finance and Planning, Performance & Commercial Analytics team
- Work with the relevant stakeholders to provide accurate and on time monthly management accounts, forecasts and annual budgets
- Lead on the analysis and review of information and processes (including cost base and pricing) to ensure operations achieve value for money, sustainability and maximise their commercial output and resource efficiencies
- Implement a performance management culture in line with SJA policies, including making sure that 1-1s, performance and development reviews and team meetings take place regularly and with recorded outcomes and actions
- Provide insight through KPIs and reports that offer relevant insight and information on Enterprise business units

## Important things you need to know about this job

- Have the ability to work on own initiative and be highly motivated to achieve both personally and with the team
- Be willing to adapt and learn new skills
- Be willing to travel from time to time, for example to attend meetings, training, etc.

## Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to degree level	✓	
Professional Accounting Qualification (ACA, ACCA, CIMA)	✓	
<b>Experience</b>		
Minimum 5 years PQE experience and experience in commercial finance roles	✓	
Experience in pricing and analysing bids and contracts, margin management	✓	
Significant experience in managing the day-to-day, monthly and forecasting management accounting processes	✓	
Experience in leading a team to deliver a best-in-class business partnering service across an organisation	✓	
Track record of delivering high quality business and financial analysis, that provides insight into; business outcome drivers, the future business state, alternative scenarios and options.	✓	
Experience in dealing with a stakeholders at all levels	✓	
Experience in identifying, controlling and managing risk, cost savings and efficiencies	✓	
Healthcare/not for profit sector experience		✓
<b>Skills, knowledge and abilities</b>		
Extremely well organised, able to plan and deliver multiple competing priorities in a challenging environment	✓	
Ability to use Microsoft® applications especially Excel, to advanced level	✓	
Gravitas and strong ability to challenge and be a critical friend	✓	
Ability to prioritise work and ensure business KPI's targets met	✓	
Ability to work on own initiative	✓	
Willingness to adapt and learn new skills	✓	
Willingness to be flexible to meet the changing needs of the business	✓	
Be willing and able to exemplify the HEART values.	✓	
This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.		
Initials: TO	Date of preparation: 10/01/25	
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