BIRMINGHAM CHILDREN'S TRUST

Job Description

JOB TITLE Associate Finance Business Partner

Job Details	
Grade	C
Number of Posts	1
Department	Finance
Reporting to	Finance Business Partner

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.

- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

- To support the Finance Managers and Head of Finance in the provision of financial services for the Birmingham Children's Trust as determined by the Head of Finance.

Key Responsibilities:

- To assist in ensuring that strategic and business needs and expectations are met to required standards.
- To understand the vision and direction for the Trust and finance team specifically and to assist in monitoring and reviewing this, to ensure compliance, including support to delivery of business plans.
- To play a key role in ensuring that KPIs are met, for the team.
- To ensure a professional and efficient customer care service delivery and liaise with key stakeholders to explore future delivery needs.
- To assist in interpretation of statutory regulations, and Trust Financial procedures.
- To assist and give advice to Budget Holders/Budget Managers in managing and steering budgets, to maximise efficiency.

- To ensure compliance with all Trust Accounting and Financial policies and procedures.
- To play a role in proactively identifying key business forecasting information and long-term planning, including project planning.
- To actively assist in ensuring the Trust compliance with all statutory and local guidelines, policies and procedures and assist managers to deliver such processes across the business.
- To ensure the delivery of effective forecast planning and that long term plans are acted upon.
- To input into a continued improvement of the service delivery area.
- To maintain records and database management systems.
- To analyse, report and monitor data relating to the financial function.
- To be responsible for the supervision of other team members, including allocation and monitoring of work.
- To participate in long term projects (in excess of 3 months)
- To be responsible for 2-way communication on all relevant information to all stakeholders through a variety of media, including maintenance of guidance and support information for service users.
- To be responsible for ensuring that management and service delivery are compliant with Equal Opportunities policies and that equality and diversity are a key business focus.

Key Information	
Is a Safeguarding Check needed? *(DBS and*	No

Experian background checks)	

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	**ESSENTIAL**	**Method of Assessment (M.O.A)**
Skills	• AAT qualified or working towards a CCAB qualification or equivalent	AF/I
Skills	• Experience of leading activities in a finance team.	AF/I
Skills	• Experience of providing finance advice to Senior Officers (or equivalent in an alternative environment) on a range of operational issues.	AF/I
Skills	• Experience of managing operational relationships with stakeholders.	AF/I
Skills	• Experience in the preparation and presentation of business documents and reports.	AF/I
Skills	• Some experience of involvement in political and service sensitive issues.	AF/I
Skills	• Experience of participating in corporate initiatives including the introduction of new financial systems and other processes.	AF/I
Skills	• Some experience of supervising staff including planning work and monitoring progress and performance.	AF/I
Skills	• Operational knowledge of the legislative framework relating to the provision of financial services within a company environment.	AF/I

Skills	• Good knowledge of management accounting, planning, budgeting, forecasting and performance management.	AF/I
Skills	• Ability to work effectively as a team member and to foster a positive organisational climate	AF/I
Skills	• Ability to develop an improvement plan and carry out corrective actions.	AF/I
Skills	• Strong numeracy skills with the ability to interpret financial information.	AF/I
Skills	• Good IT skills and ability to use Microsoft packages including Excel to an advanced level.	AF/I
Skills	• Ability to communicate effectively and build relationships with internal and external collaborators.	AF/I
Skills	• Ability to work in a pressurised environment and manage competing priorities in changing circumstances.	AF/I
Skills	• Ability to develop productive working relationships with service delivery teams and external partners.	AF/I
Skills	• Able to actively support the continuing process of culture change, responding to constraints with a "can do" approach.	AF/I
Skills	• Ability to identify opportunities for income generation and cost saving	AF/I
Skills	• Personal understanding of the value of diversity.	AF/I
Skills	• Able to demonstrate commitment to ongoing continuous professional development	AF/I
Skills	• AAT qualified or working towards a CCAB qualification or equivalent	AF/I
Skills	• Experience of leading activities in a finance team.	AF/I

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.