



Job Description

Finance Business Partner

Job Details	
Grade	5
Job Evaluation Number	
Number of Posts	2
Department	Financial Reporting
Reporting to	

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

Key Responsibilities

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 leading delivery for designated service areas.

- To deputise for the Finance Manager on a range of matters and have responsibility to make decisions and to take appropriate action without guidance.
- To have responsibility for independently resolving problems within the service area within the Trust operating framework ensuring that strategic and business needs and expectations are managed and met to the agreed levels.
- To be responsible for supervising the Trust finance team including the allocation of work, monitoring and review of output, managing performance, development and recruitment.
- To participate in long term projects (in excess of 3 months) and oversee their delivery.
- To assist in ensuring that strategic and business needs and expectations are met to the agreed levels as contained within the Business Plan.
- To understand the vision and direction for the Trust finance team and support monitoring and review of this ensuring compliance, including the service plan.
- To play a lead role in ensuring that the team's KPIs are met.
- To ensure professional and efficient service delivery by the team and liaise with key stakeholders to explore future delivery needs working as and promoting business partnering.



<ul style="list-style-type: none"> To assist in interpretation of statutory regulations, accounting frameworks and standards and Trust Financial procedures.
<ul style="list-style-type: none"> To support and give advice to Budget Holders/Budget Managers in managing and steering complex budgets, to maximise efficiency.
<ul style="list-style-type: none"> To ensure compliance with Trust (Accounting and Financial) policy and procedure including final accounts to prescribed deadlines.
<ul style="list-style-type: none"> To proactively identify key business forecasting information and long term planning, including project planning.
<ul style="list-style-type: none"> To ensure the service area's compliance with all statutory, local and corporate guidelines, policies and procedures and assist managers to deliver such processes across the business.
<ul style="list-style-type: none"> Work with Service Heads To support the delivery of effective forecast planning and that long term plans are acted upon.
<ul style="list-style-type: none"> To input into a continuous improvement programme for the Trust finance team.
<ul style="list-style-type: none"> To ensure the maintenance of records and database management systems.
<ul style="list-style-type: none"> To analyse, report and monitor complex data relating to the financial transactions of the trust.
<ul style="list-style-type: none"> To be responsible for two way communication on all relevant information to all stakeholders through a variety of media, including maintenance of guidance and support information.
<ul style="list-style-type: none"> To be responsible for ensuring that management and service delivery are compliant with BCT Equal Opportunities policy, and that equality and diversity are a key business focus.

Key Information	
Is a Safeguarding Check needed?	<ul style="list-style-type: none"> Not applicable
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> No

Person Specification

Essential Criteria
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications



CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF	CCAB qualified (NB Full regard must be given to overseas qualifications)
Training	AF/I	Able to demonstrate commitment to ongoing continuous professional development
Experience	AF/I	Experience of managing a finance team within a complex environment.
Experience	AF/I	Experience of providing financial advice to Officers on a range of operational issues.
Experience	AF/I	Experience of partnership working (with internal and/or external partners).
Experience	AF/I	Experience of managing operational relationships with stakeholders.
Experience	AF/I	Participation in the successful delivery of equal opportunities in both employment and service delivery within organisations.
Experience	AF/I	Experience in the preparation and presentation of business documents, business cases and reports.
Experience	AF/I	Experience of effective resource management (human and financial) including monitoring and reviewing the use of resources
Experience	AF/I	Understanding of governance processes and some experience of managing politically sensitive issues.



Experience	AF/I	Experience of compilation of VAT and Corporation Tax returns to HMRC.
Experience	AF/I	Experience of participating in corporate initiatives such as appraisals or the introduction of new financial systems and processes as well as in developing an effective team.
Skills	AF/I	An in depth operational knowledge of the legislative framework relating to the provision of financial services within a Trust/company environment or similar
Skills	AF	Good knowledge of financial and management accounting, planning, budgeting, forecasting and performance management or other finance specialism as appropriate.
Skills	AF	Ability to produce annual financial statements to prescribed standards and to support external audit reviews.
Skills	AF	Ability to manage and develop the team and its people, and foster a positive organisational climate
Skills	AF/I/T	Advanced numeric skills with the ability to interpret complex numerical information, to develop an improvement plan and carry out corrective actions.
Skills	AF	Ability to communicate effectively and build relationships with internal and external collaborators
Skills	AF	Ability to work in a pressurised

		environment and manage competing priorities in changing circumstances.
Skills	AF/I	Politically aware with the skills to develop productive working relationships with service delivery, other Trust functions and external partners.
Skills	AF/I	Able to actively support the continuing process of culture change, responding to constraints with a "can do" approach.
Skills	AF/I	Ability to identify opportunities for income generation and cost saving.
Skills	I	Personal understanding of the value of diversity.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

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.

