



Job Description

Finance Manager

Job Details	
Grade	6
Number of Posts	1
Department	Finance
Reporting to	Head of Finance

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 Trust's 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 be responsible for the provision of financial services for the Birmingham Children's Trust as determined by the Head of Finance.

Key Responsibilities:

- To support and deputise as required for the Head of Finance ensuring that strategic and business needs and expectations are managed and met to the agreed levels.
- To understand and ensure compliance with policy direction and standards set for the service area.
- To allocate resources within the BCT finance team to ensure that key objectives are met on a day-to-day basis.
- To contribute to the BCT business plan and to promote and communicate the business plan to teams by setting clear, agreed objectives.
- To provide specialist financial advice, challenge and support to key stakeholders, using data and insights to drive effective decision making within the Trust in support of Trust Directors, Head of Service and budget holders.
- To locally manage the resources provided by the HoF to deliver the job purpose, including accommodation, equipment, and IT.
- To be responsible for overall team workload planning and management of team members including monitoring and review of output, performance reviews, development and



recruitment.
• To actively ensure the service area's compliance with all statutory regulations, local guidelines, policies and procedures and support managers to deliver such processes across the business.
• To deliver a professional and quality based approach to ensure continued improvement across the service.
• Working with appropriate Service Heads, to ensure the delivery of effective forecast planning and that long term plans are produced and acted upon.
• To prepare budgets in consultation with Trust Board and operational business managers.
• To coordinate Monthly budget forecasts in consultation with Trust Board and operational business managers.
• To ensure compliance with Trust (Accounting and Financial) policy and procedure including production of final accounts and coordination programme of Audit work.
• To have day to day responsibility for communication and to ensure that all Stakeholders are engaged and receive relevant information in a timely manner.
• To be responsible for ensuring that management and service delivery are compliant with BCT policies, and that equality and diversity are a key business focus.
• To actively participate in relevant team and Trust meetings and working groups and to use external networks, relationships, and benchmarking data to understand changing requirements, latest trends and thinking, and to develop awareness of future demand, risks and opportunities producing information and reports as appropriate.
• To undertake other duties and responsibilities of a similar nature as may be required from time to time.
• Promote, adhere to and implement the Trust's Policy on Equality of Opportunity within your Team/Section/Division and within the Trust generally and work consistently to embed equality and diversity into service delivery through the Equality Impact Needs Assessment process.



Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

Dropdown Options:

Not Required	X
Required	

If Required, what type:

	Children	Adults	Children and Adults
Basic			
Enhanced			

Will this position have Line Manager responsibility?

Dropdown Options:

Yes	X
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	Essential	Method of Assessment (M.O.A)
Experience	Proven experience of managing finance teams within a complex, politically sensitive organisation and providing professional advice to colleagues and staff at all levels	AF/I
Experience	Successful track record of partnership working (with internal and/or external partners) and managing successful operational relationships with stakeholders at senior levels.	AF/I
Experience	Participation in the successful delivery of equal opportunities in both employment and service delivery within organisations.	AF/I
Experience	Proven experience of effective resource management (human and financial) including monitoring, controlling and reviewing the use of resources with experience of implementing successful strategic change initiatives	AF/I/T
Skills	Operational knowledge of the legislative framework relating to the provision of financial services within a Trust/company environment or similar.	AF/I/P
Skills	In depth knowledge of financial and management	AF/I/T



	accounting, planning, budgeting, forecasting and performance management.	
Skills	Ability to lead and develop a team, and its people which encourages diversity and positivity	AF/I
Skills	Experience of producing annual financial statements to prescribed standards and to coordinate external audit reviews.	AF/I
Skills	Ability to link statutory requirements and the Trust's key objectives into a coherent improvement agenda for the business functions and services supported.	I/T
Skills	Ability to communicate financial information effectively and build relationships with Trust officers and external partners and collaborators	I/P
Skills	Ability to work and deliver on projects in a pressurised environment as well as the flexibility to adapt to changing circumstances	I/P
Skills	Politically aware with an understanding of public accountability having the acumen and skills to develop productive working relationships with service delivery and other partners and stakeholders.	AF/I
Skills	Able to actively support the continuing process of culture change, responding to constraints with a "can do" approach.	I/P



Skills	Possession of business acumen with the ability to identify and help to maximise appropriate funding sources and opportunities for income generation and cost saving.	I/T
Skills	Personal understanding of the value of diversity.	I
Training	Able to demonstrate commitment to ongoing continuous professional development	I
Qualifications/Certificate	CCAB qualified (NB Full regard must be given to overseas qualifications)	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.

