



Job Description

JOB TITLE Finance Business Partner

Job Details	
Grade	D
Number of Posts	1
Department	Finance
Reporting to	Finance Manager

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 leading delivery for designated service areas.

Key Responsibilities:

- 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.
- To assist in interpretation of statutory regulations, accounting frameworks and standards and Trust Financial procedures.
- To support and give advice to Budget Holders/Budget Managers in managing and steering complex budgets, to maximise efficiency.
- To ensure compliance with Trust (Accounting and Financial) policy and procedure including final accounts to prescribed deadlines.
- To proactively identify key business forecasting information and long-term planning, including project planning.
- 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.
- Work with Service Heads To support the delivery of effective forecast planning and that long term plans are acted upon.
- To input into a continuous improvement programme for the Trust finance team.
- To ensure the maintenance of records and database management systems.
- To analyse, report and monitor complex data relating to the financial transactions of the trust.
- 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.
- 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? (<i>DBS and Experian background checks</i>)	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)
Skills	Experience of managing a finance team within a complex environment.	AF/I
Skills	Experience of providing financial advice to Officers on a range of operational issues.	AF/I
Skills	Experience of partnership working (with internal and/or external partners).	AF/I
Skills	Experience of managing operational relationships with stakeholders.	AF/I
Skills	Participation in the successful delivery of equal opportunities in both employment and service delivery within organisations.	AF/I
Skills	Experience in the preparation and presentation of business documents, business cases and reports.	AF/I
Skills	Experience of effective resource management (human and financial) including monitoring and reviewing the use of resources	AF/I
Skills	Understanding of governance processes and some experience of managing politically sensitive issues.	AF/I



Skills	• Experience of compilation of VAT and Corporation Tax returns to HMRC.	AF/I
Skills	• 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.	AF/I
Skills	• An in-depth operational knowledge of the framework relating to the provision of financial services within a Trust/company environment or similar	AF/I
Skills	• Good knowledge of financial and management accounting, planning, budgeting, forecasting and performance management or other finance specialism as appropriate.	AF/I
Skills	• Ability to produce annual financial statements to prescribed standards and to support external audit reviews.	AF/I
Skills	• Ability to manage and develop the team and its people, and foster a positive organisational climate	AF/I
Skills	• Advanced numeric skills with the ability to interpret complex numerical information, to develop an improvement plan and carry out corrective actions.	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	• Politically aware with the skills to develop productive working relationships with service delivery, other Trust functions 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	An ability to fulfil all spoken aspects of the role confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
Skills	Able to demonstrate commitment to ongoing continuous professional development	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.

