



Northamptonshire
Children's Trust

Job Description

Job Title: Assistant Finance Business Partner

POSCODE:

Grade: I

Overall Purpose of Role

The role of Assistant Finance Business Partner is to support the Trust in budget setting, budget monitoring and closure of accounts processes. The post holder will provide professional finance advice and support to budget managers.

Main Accountabilities

| | |
|----|---|
| 1 | Working as a key member of the finance team, contribute to the overall strategic and operational management of the provision of Financial Services to the Service, Support or Operational Area. |
| 2 | To provide financial advice and support to budget managers to assist with monthly monitoring and closure of accounts. To identify any risks and concerns and escalate these to the Finance Business Partner where required. |
| 3 | To assist with the interpretation and analysis of complex financial data to present to budget managers, including forecasting models and reconciliations of the data held within the budgets held by the Trust. |
| 4 | Develop good working relationships with budget managers and other stakeholders. |
| 5 | To support the finance business partner with ensuring robust budget monitoring, budget setting and closure of accounts ensuring that key deadlines are met. |
| 6 | To support the finance business partner and the service to ensure financial grant returns are completed on time and to the required standard. To support in ensuring accurate records are maintained during the year. |
| 7 | Assist in the assessment of business case appraisals, including analysing financial data to support with decision making. |
| 8 | Identify any training needs required across the service and ensure they are provided by the relevant team. |
| 9 | Support the Trust to deliver its strategies with an understanding and inputting into the analysis of changes to accounting and reporting requirements. |
| 10 | To undertake other tasks as appropriate to the role to meet the needs of the business. |

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

| Qualifications Required | Subject | Essential/Desirable |
|--|---------|---------------------|
| AAT qualified (level 4) or equivalent or committed to studying a finance qualification | | Essential |
| | | |

Minimum levels of knowledge, skills and experience required for this post

| Identify | Details | Essential/Desirable |
|--------------------------------------|---|---------------------|
| Knowledge: | | |
| Business | Understanding of working within a business support function. | Essential |
| Financial processes | Experience of providing financial advice, planning monitoring and controls. | Desirable |
| Understanding of local government | Understanding of how local government works and the major influences and challenges it faces. | Desirable |
| Understanding of Children's services | Understanding of how Children's services work and the different service areas and the challenges it faces. | Desirable |
| Skills: | | |
| Communication Skills | Ability to communicate effectively with both financial and non-financial stakeholders. | Essential |
| IT | Competent in the use of IT systems including excel and word. | Essential |
| Financial | High level of numeracy skills and the ability to analyse and present data and information in a clear and concise way. | Essential |
| Experience: | | |
| Project Management | Experience and practice of supporting key projects, processes, systems, and activities in a business environment. | Essential |
| Finance | Experience of working in finance environment. | Essential |
| Time Management | Ability to plan and organise time and resources to ensure that deadlines are met. | Essential |
| Equal opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people's | Essential |

| | | |
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| | behaviour, physical, social and welfare needs. | |
|--|--|--|

| Disclosure level | |
|---|-------------------------------------|
| What DBS Level is required for this post? | |
| None | <input checked="" type="checkbox"/> |
| Standard | <input type="checkbox"/> |
| Enhanced Child Only | <input type="checkbox"/> |
| Enhanced Child/Adult Bar | <input type="checkbox"/> |

| Working Arrangements | |
|---|-------------------------------------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible) | |
| Fixed | <input type="checkbox"/> |
| Flexible | <input checked="" type="checkbox"/> |
| Field | <input type="checkbox"/> |
| Home | <input type="checkbox"/> |