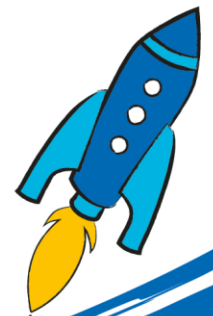


## Finance Data Analyst

## Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming a Finance Data Analyst at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

As a Finance Data Analyst, you will report to the Head of Financial Planning & Analysis. You will play a pivotal role in supporting the financial health and sustainability of the Charity by providing insightful analysis on financial data, by developing intuitive reporting and contributing to the Charity's data governance. Their ability to understand how underlying non-financial data impacts the Charity's finances will be critical.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

**Steve Harris**  
**Finance Director**

## The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and [braininjuryhub.co.uk](http://braininjuryhub.co.uk)

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 650 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK in our charity shops.

## Job Description

<b>Job Title</b>	Finance Data Analyst
<b>Reports to</b>	Head of Finance, Planning & Analysis
<b>Direct reports</b>	None
<b>Location</b>	Flexible but minimum 3 days per week at Tadworth, Surrey
<b>Salary</b>	£37,126.00
<b>Hours of Work</b>	37.5hrs per week
<b>DBS</b>	Enhanced with Children's Barred List

## Job Purpose

The Finance Data Analyst will play a pivotal role in supporting the financial health and sustainability of the Charity by providing insightful analysis on financial data, by developing intuitive reporting and contributing to the Charity's data governance. Their ability to understand how underlying non-financial data impacts the Charity's finances will be critical.

## Duties and Responsibilities

- Developing and maintaining financial models to gain insight and understanding as to the Charity's financial performance and future.
- Provide expert financial insights to support strategy development, ensuring balance between operational need and financial stability.
- Develop intuitive financial reporting to assist both finance and non-finance staff in understanding results and drivers.
- Develop key performance indicators (KPIs) and metrics to monitor financial and operational performance.
- Produce required information to support decision making within the Finance department.
- Work across the organisation to create and advance data governance principles.
- Demonstrate proficiency across financial systems including identifying areas for improvement in use of existing platforms.
- Work closely with stakeholders across the Charity to gain an understanding of the underlying financial drivers for the Charity's operations.
- To undertake other or additional duties that are within your skills and abilities, as the organisation may reasonably require from time to time.

### Management of self

- Develop and maintain strong relationships with key internal stakeholders including all budget holders.

### Professionalism

- Takes action and raises concerns.
- Adhere to the policies and procedures of The Children's Trust.
- Maintain professional boundaries and professionalism at all times.

- Committed to demonstrating the organisations values and behaviours at all times.

### **Health and Safety**

- Adheres to all Health and Safety guidelines, principles and regulations to perform your role and comply with The Children’s Trust policies and procedures.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.

### **Wellbeing and Emotional Resilience**

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and others.

## Organisation and Structure



# Person Specification

Selection Criteria:		Essential / Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A Levels or above</li> <li>• Professional certifications (e.g., ACCA, CIMA) are advantageous but not essential.</li> </ul>	Essential  Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong practical experience of data analysis and provision of insight.</li> </ul>	Essential
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Proven experience in data analysis or similar finance role.</li> <li>• Strong financial acumen with the ability to analyse complex financial data and translate it into actionable insights.</li> <li>• Excellent communication and interpersonal skills to engage effectively with stakeholders at all levels.</li> <li>• Strategic thinking and the ability to align financial strategies with organisational goals.</li> <li>• Proficiency in financial modelling and forecasting techniques.</li> <li>• Advanced skills in financial software applications and Microsoft Excel.</li> </ul>	Essential Essential  Essential Desirable  Essential Essential
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the vision and values of The Children's Trust.</li> <li>• Flexible and 'can do' attitude to competing commitments in workload.</li> <li>• Highly motivated and reliable.</li> <li>• Ability to cope working in a demanding environment.</li> </ul>	Essential  Essential  Essential Essential

## Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

Many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check.

The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

## Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-inclusion>

## Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That’s because how we work and carry out our role is as important as what we do, and that’s why as part of The Children’s Trust, we all need to live by our five Promises.

