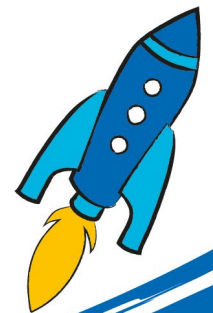


Head of Financial Planning & Analysis

Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming a Head of Financial Planning & Analysis 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 Head of Financial Planning & Analysis, you will report to the Director of Finance. Your role will be to ensure that all stakeholders in the organisation including Trustees have accurate and timely financial and management information.

You will be a natural and enthusiastic leader, able to support a high performing team.

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
Director of Finance

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

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 750 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

Job Title	Head of Financial Planning & Analysis
Reports to	Director of Finance
Direct reports	Management Accountant, Financial Data Analyst
Level	Head
Location	Hybrid, 3 days a week at Tadworth, Surrey
Salary	£65,905
Hours of Work	37.5hrs per week
DBS	Enhanced with Children's Barred List

Job Purpose

The role of the Head of Financial Planning & Analysis is to ensure that all stakeholders in the organisation including Trustees have accurate and timely financial and management information. This person will run the budget process (annual and multi-year) with all budget holders; they will ensure that monthly financial reporting is accurate and agreed by all parties and will provide forecast information to SLT and Trustees.

This role will work closely with analysts in other departments to ensure that all financial MI is produced from one centrally held source so that the organisation has confidence that there is "one version of the truth".

Duties and Responsibilities

- Prepare multi-year capital and revenue budgets and forecasts in conjunction with budget holders and senior managers, in addition to annual budgets for approval by the Board of Trustees.
- Responsible for the preparation of the monthly financial report, including both financial and non-financial KPIs, ensuring that the quality of information supports effective decision making at each level.
- Develop and improve financial models to enable profitability analysis and to support tactical and strategic decision making.
- Liaise with budget holders (including each of the SLT), ensuring that they have a clear understanding of their financial position and the reasons for any variances. Agree the forecasting implications of all key variances and work with budget holders to secure corrective action and produce the rolling forecast out-turn numbers against budget for the year.
- Liaise with other departments to ensure that all financial MI is co-ordinated and reconciled using data held centrally so that the organisation has “one version of the truth”.
- Manage the accurate recording and allocation of Restricted Funds
- Lead and mentor the FP&A team, fostering a high-performance culture.
- To undertake other or additional duties that are within your skills and abilities, as the organisation may reasonably require from time to time.

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.
- Provide evidence of all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- 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.
- Responsible for identifying and mitigating risk within the work environment.

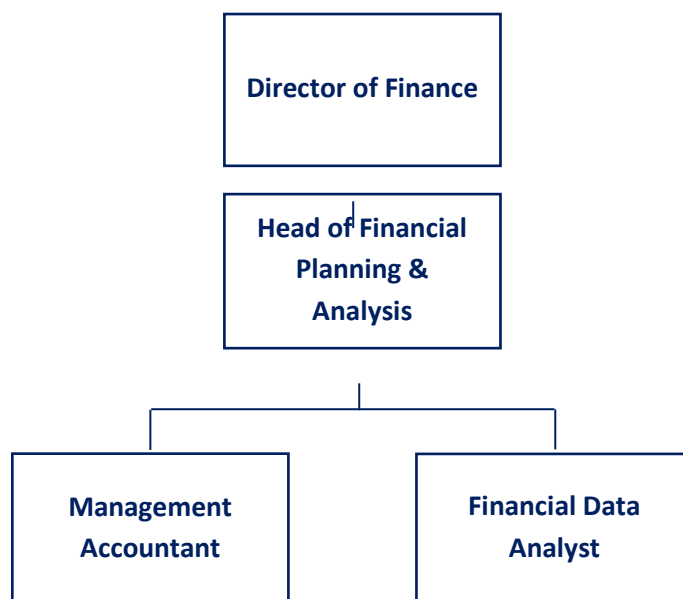
Wellbeing and Emotional Resilience

- 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

Person Specification

Selection Criteria:		Essential / Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Qualified accountant (CCAB) – or close to qualifying - with significant financial management experience 	All essential
Experience	<ul style="list-style-type: none"> • Leadership experience in a financial role, gained in a complex charity or commercial organisation, with contracting activity • Experience of leading financial planning, budgeting and processes and cost improvement • Experience in preparing, monitoring and providing analysis on performance against budget and agreed KPIs • Experience of performing as a proactive and collaborative member of a leadership team 	All essential
Skills & Knowledge	<ul style="list-style-type: none"> • Advanced budget and financial skills, including the ability to interpret and present complex financials and provide operational advice and guidance • Good working knowledge of contemporary accounting systems • Strong practical experience of reporting systems and the presentation of management information • Ability to contribute to the OLT in a consultative and team orientated style • Strong commercial acumen and solution oriented 	All essential
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the vision and Promises of The Children's Trust. • Flexible and 'can do' attitude to competing commitments in workload. • Highly motivated and reliable. • Ability to cope working in a demanding environment • Commitment to maintaining personal wellbeing and the wellbeing of colleagues. 	All essential

Organisation and Structure



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/jobs>

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.

