



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Assistant Finance Business Partner	PAY BAND:
FUNCTION:	Support Services - Finance	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Finance Business Partner Team is responsible for evaluating the Operational and Team Strategies of their Stakeholders and contributing financial and commercial support to ensure the successful delivery of our services to Young People.	





WHERE YOU WILL FIT

CEO	CFO	Head of Finance Delivery and Fundraising	Assistant Finance Business Partner
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Whilst this role supports the Finance Business Partnering Team as a whole, this role focusses more on projects across multiple Departments and Business Units. This includes more targeted support on the development, implementation, and execution of the Business Unit's strategy, and deeper analysis of the commercial risks, opportunities, and performance management through Forecasts and the Budget.

WHAT WILL YOU DO?

-  Support the Business Unit's in the development of their Operational & Team Strategy, the implementation of that star strategy and evaluating their on-going performance.
-  Support the analysis of opportunities and resource allocation in planning the delivery of the Operational & Team Strategy.
-  Ensure that the Operational & Team Strategies have been implemented in line with the Business Unit's plans and evaluate the performance against the agreed metrics.
-  Support the analysis of performance against agreed metrics and analyse the Business Unit's plan to improve their performance.
-  Review the Team Strategy to understand the resource needs and that teams are deployed in the most effective manner.
-  Analyse the funding needs of Business Units, in particular where Restricted Funds are deployed to meet their objectives, to ensure there is an efficient use of working capital.
-  Support the Business Units in preparing Business Cases where new opportunities are being evaluated.
-  Ensure that the overall performance, forecasts, budgets and risks are reported to the Finance Team on a regular basis.
-  Ensure that the Governance and Regulatory Framework in which The Trust is committed to is adhered to.
-  Compliance with the Charity Commission, SORP Accounting Guidelines, FCA Frameworks, Anti-Money Laundering Framework, Modern Slavery Act Frameworks and Data Protection.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.



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THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
A part-qualified accountant and looking to complete their accounting qualification or qualified by experience.	Required to understand the technical accounting concepts in evaluating opportunities, risks and constructing operating metrics and budgets.
To liaise with multiple senior stakeholders, both internal and external.	The wide range of perspectives and objectives need to be brought together and aligned to minimise inefficiencies and poor delivery to Young People.
Ability to evaluate operational strategies, designing implementation plans and performance metrics and independently assessing the Business Unit's performance.	The core purpose of this role is focussed on the development and management of the operational and team strategy to maximise our impact for Young People.
Ability to have a commercial mindset when configuring resources, managing risks and pursuing opportunities.	To ensure that there are clear accountabilities across the respective teams and a successful performance environment.
Experience	Why do we need this?
Of working with a wide range of stakeholders, guiding them through best practice and helping them articulate their strategies in operational and effective plans.	To reflect the seniority of the stakeholders, and that management of these relationships is critical in maximising funding opportunities, efficient delivery, and outcomes for Young People.
Working with ambiguity and proactive in identifying and managing risks and opportunities.	Data sets tend to be incomplete, and stakeholders need experienced support to realise effectively their vision and plans.
Experience of working in a changing funding environment, including changing processes and systems accordingly.	Given the continual development and increasing demands from funders.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Qualified accountant	For the technical skillset this would complement the work of this role






WHAT DO WE EXPECT FROM YOU?



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OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.