



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Finance Business Partner	PAY BAND:
FUNCTION:	Support Services - Finance	Support Delivering Specialist/Managerial
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.	Technical Lead/Function Head Senior Leadership Team












WHERE YOU WILL FIT

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

The role of a Finance Business Partner supports on the development, implementation, and execution of the Business Unit's strategy, as well as focussing on the commerciality of the operations by managing risks, taking advantage of opportunities, and planning the performance through forecasts and the Budget. The Finance Business Partner needs to ensure that the strategy maximises the impact for Young People and helps The Trust to achieve its charitable performance.

WHAT WILL YOU DO?

-  Ensure the Business Unit's Operational & Team Strategy have been clearly set out with measurable objectives and clearly defined metrics to measure performance.
-  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.
-  Where performance is below expectations, agree with the Business Unit's their plan to improve their performance, and support with the remedial action.
-  Evaluate the commercial performance and support the Business Unit in ensuring that risks are adequately mitigated and that opportunities maximised.
-  Work with the Business Unit to identify its mid to long term plans and draw up operational forecasts and Budgets to support the execution of those plans.
-  Work with the Funding Management team where appropriate to review new opportunities and support the Business Unit in their evaluation of such opportunities.
-  Support in preparing Business Cases where new opportunities are being evaluated, where additional funding has been made available or there is a request for additional funding.
-  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.
-  Ensure 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 qualified accountant, or in the later stages of 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?
Experience of management accounting.	To support governance and awareness of financial processes.
Skills & Knowledge	Why do we need this?
Ability to deliver finance training to non-finance colleagues.	To support governance and awareness of financial processes.

WHAT DO WE EXPECT FROM YOU?

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.



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 at a technical lead or head of 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</p> <p>You keep young people and our end goal in mind</p> <p>You instil trust in others through consistency, professionalism and being accountable for team success</p> <p>Resilient and determined in the face of challenges</p> <p>You're authentic, bringing unique talents to work and encouraging others to do the same</p> <p>Role models integrity and acts according to our Values</p>	<p>You understand the internal & external factors that demand change and innovation from The Trust</p> <p>You lead change processes with skill & positivity and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improve how we do things</p> <p>You take steps to further own development, coaching others to do the same</p> <p>You encourage a culture of constant improvement</p> <p>You role model a positive & constructive approach to giving and receiving feedback</p>	<p>You're approachable, clear and inspiring</p> <p>You effectively communicate information throughout The Trust</p> <p>You challenge the thinking of others and raise issues in a diplomatic, non-judgemental way</p> <p>You seek to understand multiple perspectives, listening to others' concerns or barriers before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You bring the team together in pursuit of shared purpose</p> <p>You manage relationships with multiple stakeholders, gaining buy-in and balancing their different priorities</p> <p>You share knowledge and information</p> <p>You build a broad range of trusting relationships both across The Trust and externally</p> <p>You have a broad organisation knowledge and awareness of how actions in one team will affect others</p>	<p>You translate The Trust's vision into a vision for your own team, making long-term plans and setting goals accordingly</p> <p>You make decisions through establishing facts, considering consequences and making sound judgements</p> <p>You address obstacles, finding workable solutions</p> <p>You set quality standards & challenge others to maintain them</p> <p>You empower the team and place trust in them to take ownership and deliver results</p> <p>You manage resources to maximise their impact and deliver results</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.