



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Finance Manager – Operations	PAY BAND:
FUNCTION:	Finance – Finance Operations	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Finance Operations team are responsible for the day-to-day financial management of the Trust including sales ledger, purchase ledger/purchase to pay, debt recovery and treasury management.	














WHERE YOU WILL FIT

CFO	Financial Controller	Head of Finance Operations	Finance Manager – Operations
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will ensure finance operations processes are fit for purpose, documented & communicated; to monitor and report on the performance of the team and to identify opportunities and support the implementation of improvements and efficiencies. This is a key role in delivering financial support and information to the Trust to ensure its continued delivery of programmes and support for young people.

WHAT WILL YOU DO?

-  Set, agree and monitor service standards in conjunction with stakeholders and finance colleagues; and provide regular reports to senior management and stakeholders.
-  Develop a suite of KPIs with stretch targets for the Finance Operations Team, work with colleagues to embed, monitor and report to senior management with actions required to achieve target where required.
-  Document all Finance Operation processes and procedures.
-  Develop and document financial controls framework relating to Sales, Purchase and General ledger as agreed with the Financial Governance & Control team or in response to audit findings.
-  Prepare the VAT return for The Prince's Trust VAT group.
-  Ensure Finance Operations processes are compliant with VAT regulations; provide advice and support to the GL team to ensure all transactions have the correct VAT treatment applied.
-  Support the Head of Finance Operations to embed a “right-first-time” approach; review, enhance and streamline processes and respond to regulatory or technological changes that impact Trust.
-  Maintain Finance pages of the Intranet ensuring colleagues have access to all information and documentation to interact efficiently with finance processes.
-  Identify training needs for non-finance colleagues; plan and agree on targeted training programmes with non-finance colleagues.
-  Network with peers (internal and external) to keep up to date with sector and organisational changes and best practices.
-  Work with the internal and external audits as required.
-  Ad Hoc duties commensurate with the role as required.
-  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?
Finance qualification, QBE (minimum 5 years) or working towards an accounting qualification	Having sound finance processing knowledge and understanding is essential.
Sound knowledge of VAT rules pertaining to a charity	Understanding the complexities of VAT in a charity is essential for correct accounting & compliance
Excellent communication skills	You will be connecting with colleagues internal and external to the finance team and internal and external to the Trust
Aware of and understand a wide range of stakeholders needs and adapt services where necessary	To ensure processes are fit for purpose and meet the needs of our stakeholders
Working proactively	We strive for continual development
Experience	Why do we need this?
Experience in developing and embedding finance processes and controls (GL, SL, PL) frameworks	You will be reviewing and streamlining finance processes and enhancing financial controls
Ability to challenge the status quo and seek improvements to systems, processes, data quality and efficiency.	You will be constructively and objectively challenging working practices and processes
Ability to negotiate with and influence colleagues, process owners and stakeholders	To ensure improvements are adopted and that expectations are agreed and met.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in a charitable organisation and understanding of the relevant regulatory environment	Being aware of the complexities of the charity sector will help build positive relationships with internal stakeholders to ensure that we can support as many Young People as possible.
Experience of KPIs	You will be developing and monitoring the performance of the finance team
Experience of using SunSystems or similar ERP systems	We use SunSystems and iPOS to manage our work
Skills & Knowledge	Why do we need this?
Provide reports for senior management and other stakeholders	We always keep our stakeholders informed of our progress






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.</p> <p>You build trust in others through reliability and holding self-accountable for success.</p> <p>Resilient in the face of challenges, not taking constructive criticism personally.</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same.</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities.</p> <p>You take an entrepreneurial approach to improving how we do things.</p> <p>You seek opportunities to enhance own development and build expertise.</p> <p>You role model a positive and constructive approach to giving & receiving feedback.</p> <p>You support others in adapting to change.</p>	<p>You're approachable, clear, and assertive.</p> <p>You cascade important and relevant information to others clearly and swiftly.</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively.</p> <p>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</p> <p>You manage the expectations of others, gaining buy-in where required.</p> <p>You share knowledge and information.</p> <p>You build and invest in relationships across The Trust</p> <p>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.</p> <p>You take responsibility for making and implementing logical, data-based decisions.</p> <p>You're flexible and responsive as priorities and requirements change.</p> <p>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.