



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Head of Financial Performance & Analysis	PAY BAND:
FUNCTION:	Finance & Performance	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Financial Performance & Analysis Team are responsible for the provision of high quality reporting and management information for internal and external stakeholders. The Team strives to provide key analysis and insights to budget holders and senior leaders to inform decision making and optimise financial performance.	











WHERE YOU WILL FIT

CEO	Chief Financial Officer	Financial Controller	Head of Contract Financial Performance & Analysis	Performance & Analysis Accountant/ Financial Performance Analyst
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The role of Head of Financial Reporting & Analysis supports senior leaders and key decision makers to effectively manage the Trust ensuring we are financial viable and make best use of our resources to support Young People and fulfill our charitable objectives effectively.

WHAT WILL YOU DO?

-  Act as technical lead on more complex areas of accounting and reporting.
-  Lead and develop the Financial Reporting team, including regular 1-2-1's, coaching, mentoring & upskilling where appropriate.
-  Lead the planning, execution and management of the group external audit and preparation of the UK consolidated financial statements under UK GAAP and Charities SORP.
-  Responsible for the integrity of the Trial Balances including regular reconciliation of balance sheet control accounts.
-  Set the accounting standards by which the financial transactions are recorded including income recognition criteria.
-  Accounting and reconciliation of restricted funds.
-  Lead on the month end close activities and production of high quality, accurate and timely management accounts pack and associated reports.
-  Oversee the collation of meaningful commentary including highlighting deviations from financial target, impact analysis and actions required to recover financial position.
-  Provision of regular and ad-hoc reports for internal stakeholders to drive financial performance and decision making.
-  Set the financial planning framework including methodology, assumptions and timetable, analysis of risks and opportunities and recommendations to the senior finance team.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain will shortlist the most qualified people for the role, we ask everyone for : do the role, but don't have all the desirable experience, we would still lov Prince's Trust



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WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Qualified accountant with experience in a comparable role	We need a specialist with a proven track record of dealing with similar responsibilities in a comparable environment
Sound knowledge and understanding of accounting principles, including the Charities SORP and UK GAAP.	To ensure compliance with recommended accounting practices and act as a knowledge resource across the Trust
Excellent people skills with demonstrable ability to influence key decision makers	We need to ensure that our reporting is informing decision making
Proficient user of Microsoft Office suite, in particular Excel and PowerPoint.	We use Microsoft Office extensively for our management information and reporting
Ability to communicate and present financial information to senior leaders and non-finance colleagues	You will be responsible for financial reporting to both internal and external stakeholders.
Experience	Why do we need this?
Management of month end processes including consolidating and reporting financial performance	You will lead on the month end close and production of management information.
Producing complex budgets and forecasts including identification of risk and opportunities	You will set and manage the framework for the planning (budgeting & forecasting) process
Producing or auditing consolidated financial statements	You will lead on the year end and audit process and production of the consolidated financial statements
Manage a team using mentoring and coaching techniques to enhance personnel development	You will be managing a team of finance professionals

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in a charitable organisation with an understanding of the relevant regulatory environment	Awareness of the complexities of the charity sector which impact on our management information and reporting
Project management	For the continuous development of our reporting processes and capabilities and to support wider Trust projects
Skills & Knowledge	Why do we need this?
Ability to challenge the status quo, review and improve systems, reports, information and data	To ensure we continue to develop our reporting sophistication and capabilities

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 (LGBT 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.