**JOB DESCRIPTION**

**Post:**  Finance Business Partner

**Responsible to:** Director of Finance and Corporate Resources

**Location:** Pollok, Glasgow

**Salary**: £39,917 - £45,916 per annum

## Role Summary

The Finance Business Partner will work with the organisation to improve analysis and financial decision making. They will work with the Head of Finance/Director of Finance & Corporate Resources to imbed a culture of governance, accountability and scrutiny. They will provide challenge and support to Children 1st’s managers including support to achieve the strategic plan.

The Finance Business Partner will act as a key interface between Finance and Children and Family Services and Fundraising by developing and maintaining accurate knowledge and understanding budgets and operational environments contained within their strategic plans. The role involves building processes, designing and presenting management information, investigating and documenting how the services impact its financial statements.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision, mission and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

## Key Results Areas

**Business Partnering**

* To act as a key interface between Finance and Children 1st’s business units based across Scotland.
* Develop and maintain accurate knowledge and understanding of cost centre environment.
* Sign off and supply correct information for internal and external publication, for which accuracy and auditability are key.
* Operate a Finance onboarding process for new delivery partners to ensure that adequate data provision is in place and operational records are kept.

**Planning, Budgeting & Forecasting**

* Agreement of budget and modelling assumptions with Business Unit Assistant Directors owners for submission to the Finance Audit and Risk Committee for use in production of the 5-year Strategic Plan.
* Translating Year 1 of the Strategic Plan into detailed, phased budgets and performance targets for monthly tracking.

**Performance management**

* Analysis of variances and production, in conjunction with the Business Unit management outside Finance, of recommendations for management actions in response to variances and their causes.
* Agreeing with Business Units managers the monthly status (Red/Amber/Green) of each funding stream against its targets for the year and obtaining commentary to explain variances and any remedial actions to be taken.
* Provide advice and insight to the Financial Planning function in support of that function’s efforts.
* To prepare business cases for new programs.
* Understand the impact of variances on the Children 1st’s financial position in its management accounts, as well as on a full statutory basis.

**Reporting**

* Production of regular management information for Board, Senior Management Team and for external representatives of Government Departments.
* Production of ad hoc information and analysis on the Investment Programme.

## Person Specification

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| Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| * Full accountancy qualification (e.g. CIMA, ICAEW) or qualified by experience. * Experience of budgeting. * Experience of performance management. * Experience of Data Analysis.   *Desirable experience of:*   * Analysis of financial statements. * Charity Accounting. * Building new capability. * Board reporting. | * Strong management accounting and analytical skills. * A proactive approach and a collaborative attitude. * Budgeting processes * Performance management tools and techniques. * Financial risks. * Excellent interpersonal skills. * Tenacity. * Highly developed analytical skills. * Ability to gather and interpret evidence and recognise the importance of attention to detail. * Competent in the use of Microsoft 365. * Coaching skills. * Relationship building. * Negotiation skills. | * Budgeting processes. * Performance management tools and techniques. * Financial risks. * Awareness of current trends. | * Flexible in approach to work * Committed to and understand the principles of working with volunteers. * Able and willing to travel as required to services and offices across the region. * Committed to Children 1st approach and the relational nature of our work. * Confident and able to form effective and credible relationships with all levels of staff * Aware of personal responsibility in relation to health and safety. | Our core values guide how each one of us works in our individual day to day job:  **Respect**  Treating everyone with respect and fairness  **Integrity**  Being responsible and accountable  **Participation**  Involving others in our work  **Excellence**  Striving for the highest possible standards |