

Role Title: Finance Manager
Salary: PO6
Location: Sir Henry Mitchell House, Bradford
Report to: Director of Finance

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

To direct and manage a professional accounting team in the provision of financial and management advice and information to a range of Trust services, particularly in relation to Financial Statements, Financial Planning, Capital, Treasury Management and taxation.

To work with the Strategic Finance Manager to ensure the accurate completion of information for the annual Financial Statements.

To work in conjunction with the Heads of Corporate and Strategic Finance to provide a comprehensive financial service to Strategic Directors and their managers. To include preparing highly technical financial reports which will lead and guide the Members and Senior Management in making key budget decisions which will directly impact upon Council Tax calculations and borrowing requirements.



Main Duties and Responsibilities

1. To positively support and deliver the vision, values and strategic objectives of the Trust's services through providing constructive and timely advice on financial matters identifying innovative solutions as appropriate.
2. Supporting and guiding the Head of Corporate and Strategic Finance and Director of Finance in developing and implementing a robust and sustainable medium to long term capital investment strategy, leading to a capital investment plan which is appropriately funded to secure successful delivery.
3. Working on the closure of all aspects of the accounts. This will include being responsible for sections of the accounts, production of quality working papers and liaising with external auditors. The post holder will also be required to quality review other elements of the Statement of Accounts and have an understanding of the whole closure of accounts process. The post holder may also be expected to work on other parts of the closure of accounts process, depending on the service need at any one time.
4. Ensure the Trust follows all statutory and professional accounting regulations and keeps abreast of all new requirements.
5. Provide support, where appropriate, to the Corporate Project Appraisal Group following appraisal of project bids and resource requirements.
6. Anticipate and identify key financial issues and risks affecting the business which require attention, resolve issues with Senior Managers and identify mitigating actions to ensure net expenditure is within budget, escalate to Strategic Finance Manager and other senior colleagues any business issues not resolved by Service Managers.
7. Be an effective liaison point between the Management Accounting team and Government Departments to ensure completion of all statutory returns.
8. With the Management Accounting teams produce financial and commercial analysis to support the financial strategy, decision making and service reviews. Help to deliver robust financial and commercial analysis for business cases including signing-off financial implications for reports and for Gateway Reviews.
9. Manage financial modelling of new services or changes to existing services including impact from specific legislation /policy changes, assess implications for the Trust.
10. Provide support (guidance, encouragement, challenge and advice) to Budget Managers during budget preparation, monthly monitoring, year-end and closure of accounts – helping them to understand the financial information required and processes to be followed.
11. The postholder will be expected to deputise for the Finance Director and/or the Strategic Finance Manager on all finance related matters and other matters within their areas of expertise as required. The postholder will be required to substitute or deputise for other Finance Managers within the team as required.



12. Proactively manage the day-to-day performance of staff within direct control (reward good and address poor performance) including recruitment, appraisal, conflict resolution and ensure continuing professional development of self and team.

13. Develop and maintain working relationships with top management and other senior officers, other Trust services, external agencies and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.

14. Represent and promote the Trust on finance issues at appropriate local, regional and national forums and maintain and develop working relationships with professional bodies and other groups to ensure effective representation and promote meaningful networking.

15. Organise, deliver and participate in training events to improve the skills knowledge and understanding of financial and non-financial managers/staff.

About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education and Experience

- CCAB Professional Accountancy Qualification desirable, or AAT with significant and demonstrable experience.
- Evidence of sustained personal and professional development.
- Experience, evidenced by a record of success, of managing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources, including of commercial and financial management.
- Experience of maintaining partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.
- A proven track record of analysing and providing advice and guidance on local government finance and policy issues including legislative change and horizon scanning.
- Ability to meaningfully contribute to strategic decision-making, including making evidence-based decisions in a fast-paced environment.
- Ability to facilitate change and transformation, developing productive and collaborative ways of working with colleagues and stakeholders, leading and motivating others to achieve continuous improvement.
- Demonstrates an awareness of the Values and behaviours expected from the Trust to promote a positive working environment and culture.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested.

We are an equal opportunities employer.

