

**Role Title: Business Support Finance Officer (Children's)**  
**Salary: Band 8**  
**Location: Various across Children's Services**  
**Report to:**

## 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

The post holder will be responsible for financial administration tasks and support systems within their designated service area undertaking tasks such as, but not limited to, the completing of payments for interim in lieu of benefits, income maintenance, grants (including Unaccompanied Asylum Seekers) and families in an emergency and / or set up, receipt and make payments for goods and services.

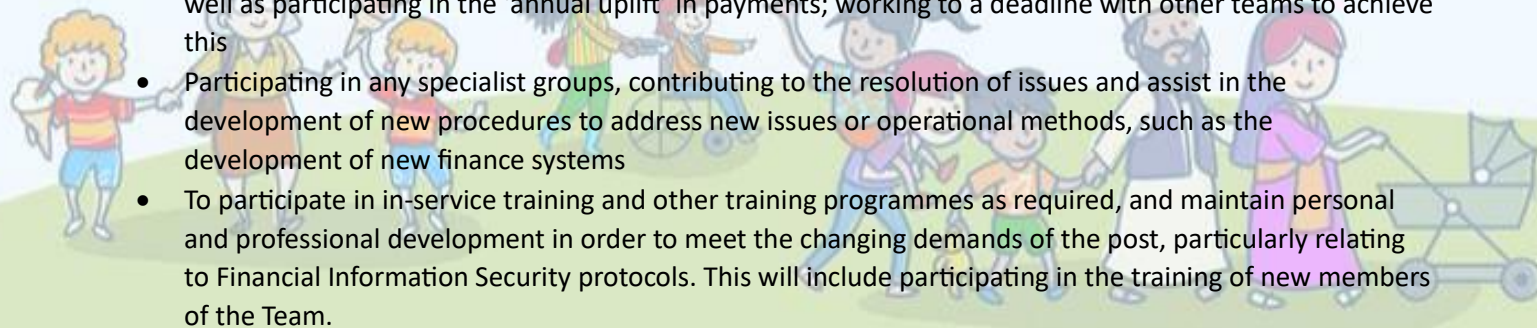
The postholder will be required to provide prompt, accurate and effective financial information and advice to foster carers, placements and accommodation, colleagues, management, other public sector bodies and external agencies.

The post holder will complete any other administrative duties in line with the role and as required by the Service.



## Main Duties and Responsibilities

- Overseeing changes that affect payments; both underpayments and overpayments using both internal financial systems and manual calculations to resolve payment discrepancies
- Processing interim payments to families as required such as in lieu of benefits, for income maintenance, grants, unaccompanied asylum seeker payments, emergency family payments, invoices for goods and services and any other payments as required by the service
- Set up and promote BACs payments as a priority and in times when this is not possible, make emergency cash payments to young people and families and supporting in setting up BACs for any future payments
- Performing Certifying Officer duties, including conducting all Imprest Holder duties, such as ensuring that claimants have followed set guidelines and that all monies are signed for, deciding whether or not a payment should be made, overseeing secure storage of all documentation and receipts, check balances, and liaising with Support & Cash Control, as well as additional duties including changing the Imprest amount up to delegated limit, adding or removing Imprest holders, deciding whether inappropriate expenditure can be allowed as an exception, and reporting discrepancies in the amount of cash held.
- Using SAP/Financial Systems to process and raise invoices, keep customer data up to date and process payments including setting up external vendors and internal payroll vendors following the Services' policies and procedures, as well as processing miscellaneous payments. Additionally, using ContROCC to process and monitor single and ongoing payments, and process invoices, as well as calculating payments for entry onto LCS, and correcting/notifying staff of submission errors.
- Setting up, processing and monitoring of charity funding, contracts and grants, exceptions to requirements competition of different authorisation leaves, contract variations and undertaking end of year closure works
- Arrange travel and accommodation for practitioners and transport for children and families, processing payments for these goods and services
- Act as Financial Systems Champion in supporting and guiding colleagues with their financial administrative tasks, and as SAP Champion, supporting colleagues and management with SAP access authorization and navigation.
- Maintain and help to create spreadsheets and databases to provide accurate data in line with service user guidelines and procedures where it is not possible to be stored on current in-house Systems, and work with IT colleagues in on finding a solution to limit the number of standalone systems where possible
- Providing financial and performance information to assist in the completion of internal and external financial and performance reports including producing and sharing accurate key documents such as annual statement of earnings and interim statements, as well as performing Year-End calculations and processing tasks, including liaising with other departments to ensure end of year accounting is accurate and submitted within specified deadlines.
- Communicating with clients (sometimes distressed and/or angry) and professionals face to face, over the phone and in writing in dealing with enquiries. Where possible and when required, record information and / or pass on enquires as per departmental procedures
- Liaising with other sections/departments to verify information and/or seek authorisation for action as well as participating in the 'annual uplift' in payments; working to a deadline with other teams to achieve this
- Participating in any specialist groups, contributing to the resolution of issues and assist in the development of new procedures to address new issues or operational methods, such as the development of new finance systems
- To participate in in-service training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post, particularly relating to Financial Information Security protocols. This will include participating in the training of new members of the Team.



## About You

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

### Education

- English and Maths Grade A-C or 9-4 or equivalent.
- RSA Level 2 or NVQ Level 2 in Business Administration or equivalent

### Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above.
- Financial administrative experience using the relevant software to input and extract information for a variety of different stakeholders
- Excellent IT skills in the use of a variety of software for data handling and transmission, particularly Microsoft Excel
- Excellent communication and customer service skills at all levels
- Excellent attention to detail
- Knowledge of Information and Financial Systems

### Special Conditions



## ***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.*

