

**Role Title: Senior Business Support Finance Officer
(Children's)**

Salary: SO1 Job Evaluation pending

Location: Various across Children's Services

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 provide a senior, specialist Business Support service within Children's Services focussed on finance, including oversight and quality assurance of complex financial activity.

The postholder will act as the lead point of expertise for finance processes and systems, provide professional and authoritative advice to managers and colleagues, coordinate and quality-check finance work undertaken by other Business Support staff, and support service improvement, audit readiness and financial compliance.

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



Main Duties and Responsibilities

1. Senior Financial Oversight and Assurance

- Provide oversight and quality assurance of complex and high-value payments, including grants, contracts, refunds, interim payments and emergency payments.
- Authorise and validate financial transactions within delegated limits, ensuring compliance with financial regulations, audit requirements and internal controls.
- Investigate, resolve and escalate complex payment discrepancies, over- or under-payments and coding issues.
- Lead on year-end financial processes within the service, ensuring accurate and timely completion of required returns.

2. Specialist Finance Leadership

- Act as the service Finance Systems / SAP Champion, providing expert guidance to managers and practitioners on financial processes, access and compliance.
- Provide clear, accurate and timely financial information and advice to senior managers, practitioners and external partners.
- Support audits, inspections and assurance activity, acting as the lead contact for finance-related queries.

3. Supervision, Coordination and Support of Others

- Coordinate and prioritise finance-related workloads across the service, ensuring deadlines and statutory requirements are met.
- Quality check and provide feedback on finance work undertaken by other Business Support staff.
- Provide coaching, training and day-to-day guidance to finance and wider business support colleagues.
- Act as the first point of escalation for complex or high-risk finance issues.

4. Service Improvement and Development

- Identify opportunities to improve finance processes, controls and systems, and lead the implementation of agreed changes.
- Contribute to the development of new procedures, guidance and training materials relating to financial administration.
- Support the introduction of new finance systems or changes to existing systems, working with corporate finance and IT colleagues.

5. Reporting and Performance Information

- Produce and analyse financial reports, spreadsheets and performance data to support management decision-making.
- Monitor financial performance trends and highlight risks or issues to managers in a timely manner.

6. General Responsibilities

- Maintain up-to-date knowledge of financial regulations, internal policies and procedures.
- Ensure confidentiality, data protection and information security are maintained at all times.



About You

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

Education / Qualifications

- NVQ Level 3 in Business Administration, Finance, or a relevant equivalent qualification, or demonstrable equivalent experience.
- English and Maths at GCSE grade A–C / 9–4 (or equivalent).

Experience

- Substantial experience of providing Business Support within a complex service environment, including finance-related responsibilities.
- Demonstrable experience of undertaking a full range of Finance Officer duties, including complex payments, grants, contracts, and financial systems.
- Experience of providing oversight, quality assurance and validation of work undertaken by other staff.
- Experience of handling complex, sensitive or high-risk queries, using judgement to resolve issues within agreed procedures.
- Experience of coordinating and prioritising workloads, either formally or informally, to meet statutory or service deadlines.
- Experience of producing and interpreting financial and performance information to support management decision-making.
- Experience of contributing to the development and improvement of procedures, systems or ways of working.

Knowledge and Skills

- Strong knowledge of financial regulations, procedures and internal controls relevant to a public sector environment.
- Excellent IT skills, including the use of financial systems and Microsoft Excel.
- Ability to communicate professionally and effectively with colleagues, managers, external agencies and members of the public.
- Ability to work with a high degree of accuracy, confidentiality and attention to detail.
- Ability to make decisions and prioritise work using initiative and sound judgement, within established Business Support frameworks.

Personal Attributes

- Able to work collaboratively as part of a wider Business Support service.
- Confident in providing guidance, coaching and support to colleagues.
- Resilient and organised, with the ability to manage competing demands and deadlines.



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. A DBS check will be requested.

We are an equal opportunities employer.

