

Candidate Information Booklet

Finance Business Partner

Ref: RFBP/01/2021

*Re advertisement*

Closing date for applications:

12 noon on Friday 29th January 2021

**Please note due to COVID 19 our offices are restricted, therefore completed applications should be emailed to** **hr@ashtoncentre.com** **to be considered. Where a signature is required, this must be done electronically.**

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**Job Description**

**Job Title:** Finance Business Partner

**Salary:** £28,785 - £30,507 per annum

**Hours:** Full time (37.5 hours per week)

**Responsible to:** Finance Manager

**Location:** North Belfast

**Pension:** 7% employer contribution with a minimum 1% employee contribution

**Duration:** Permanent (subject to funding)

**Job Background**

This is a new role, established to enhance the delivery of an efficient and effective finance function. The Finance Business Partner will support the service delivery departments within the organisation, assisting them in developing their financial plans, monitoring their financial performance and ensuring the highest levels of reporting to funders. The Finance Business Partner will support the Finance Manager in ensuring finance policies and procedures are fit for purpose and will monitor compliance throughout the organisation.

**Main Duties and Responsibilities:**

**Business Partner Role**

**Act as a Business Partner for the service delivery departments within the organisation, which may include:**

* Training & Employment Services;
* Health & Wellbeing Services;
* Childcare & Family Support Services;
* Youth & Arts;
* Community Development; and
* Special Projects

**The post holder will support departmental staff in:**

* The development of their financial plans, ensuring that they are robust, whilst providing a challenge function;
* Supporting budget holders to effectively carry out their financial duties by monitoring financial performance, analysing key variances, developing proposals for corrective action and preparing forecasts both to and beyond the year end;
* Ensuring all returns / funding claims are submitted accurately and on time;
* Providing support in costing of new or existing services in response to grant applications or tender responses;
* Financial risk management

**Financial Planning**

* Work closely with the Finance Manager to prepare the organisational annual financial plan (Income and Expenditure, Balance Sheet and Cash Flow Forecasts) as well as developing a rolling financial plan.
* Assist the Finance Manager in the development and management of the annual budgetary timetable, processes, templates, guidelines for budget holders, monitoring of returns, while continuously improving the budget setting process and accuracy of budget profiling.

**Financial Management and Budgetary Control**

* Prepare bespoke financial reports to meet the needs of internal and external stakeholders
* Ensure the distribution of timely and accurate budget holder reports
* Provide financial advice to budget holders as necessary
* Oversee the entry of cost centre level budgets to the accounting system

**Costing**

* Assist in the calculation of organisational charges, including identifying appropriate cost drivers for the allocation of central function costs
* Promote the principle of full-cost recovery
* If necessary, assist in the development and implementation of cost reduction plans

**Quality Improvement**

* Support administrative staff with the financial elements of their roles, ensuring a consistent performance standard throughout the organisation
* Assist the Finance Manager in implementing recommendations in policies and procedures made by the organisation’s external auditors

**Leadership and management**

* To provide leadership, guidance and direction to line managed staff, ensuring they are working efficiently and effectively
* To conduct staff appraisals, evaluate training needs and where necessary to challenge underperformance and support improvement through the application of organisational procedures

**Finance Department**

* Assist in departmental tasks e.g. selection and implementation of accounting software
* Support colleagues in the finance department, taking a team approach

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification. It may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

It is anticipated that the post-holder will commence at the 1st point of the scale.

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#### Person Specification

**Essential Criteria**

1. **EITHER** Applicants must be qualified with a recognised accountancy body (CAI, ACCA, CIMA, CIPFA or equivalent) **AND** have 2 years’ experience in a financial management role **OR** Applicants must be part qualified\* with a recognised accountancy body (CAI, ACCA, CIMA, CIPFA or equivalent) **AND** have 3 years’ experience in a financial management role
2. Experience of financial planning for an organisation with an annual budget exceeding £5m
3. Experience of preparing financial reports for a wide range of stakeholders
4. Experience of using computerised accounting software and ability to demonstrate high level Excel skills
5. Evidence of the ability to manage a varied and complex workload and to deal effectively with conflicting priorities to meet deadlines
6. Evidence of the ability to analyse information, influence and gain the commitment of others

# Desirable Criteria

1. 2 years’ experience of working in the charity or social enterprise sector.

\* Applicants must be able to provide evidence of exams passed / exemptions granted and a current registration with a recognised accountancy body (CAI, ACCA, CIMA, CIPFA or equivalent)

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Community Trust will not accept CV’s, letters, or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black ink or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in more detail. It is your unique role that the panel are interested in, not that of your team or division.

Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained

**Application Form Submission**

* Completed applications must be submitted by:
	+ Email to hr@ashtoncentre.com
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form and monitoring form.
* Should you have any queries please contact email at hr@ashtoncentre.com

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish.
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 322289.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return with the application form. This will be removed by the Monitoring Officer on receipt.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

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**Confidential**

Ashton Community Trust

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

Reference: **RFBP/01/2021**

**Employment Application Form**

Please complete this application form in **black ink or** **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| --- | --- | --- | --- |
| **Post applied for:** | **Finance Business Partner** | **Application Number:** | **RFBP/01/2021** |
| **Hours:** | **37.5 Hours Per Week** |
| **Closing Date and Time:** | **Friday 29th January 2021 at 12 noon** |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
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| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
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**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

 (Please continue on a separate sheet of necessary)

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| --- | --- | --- | --- |
| **Examination level** **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
|  |  |  |  |
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|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From**  | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |  |
| **Notice required if offered the position for which you have applied?** |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| **1. Please demonstrate to the panel that you hold a recognised accountancy qualification with an accountancy body (CAI, ACCA, CIMA, CIPFA or equivalent) AND have 2 years’ experience in a financial management role** **OR** **Applicants must be part qualified\* with a recognised accountancy body (CAI, ACCA, CIMA, CIPFA or equivalent) AND have 3 years’ experience in a financial management role.** |
| **2. Please explain to the panel your experience of financial planning for an organisation with an annual budget exceeding £5m.** |
| **3. Please demonstrate your experience of preparing financial reports for a wide range of stakeholders.** |
| **4.Please demonstrate to the panel your experience in using computerised accounting software and your ability to demonstrate high level Excel skills.** |
| **5. Please provide to the panel evidence of your ability to manage a varied and complex workload and to deal effectively with conflicting priorities to meet deadlines.** |
| **6. Please demonstrate to the panel evidence of your ability to analyse information, influence and gain the commitment of others.** |
| **Desirable Criteria**  |
| **1. Explain to the panel about 2 years’ experience of working in the charity or social enterprise sector** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.**Signed…………………………………………………Date…………………………………..** |
|  |
| **Data Protection Act:** |
| Under the Data Protection Act 1998, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998, this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Personal Statement:** |
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| Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”. Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No** If you have answered yes, is there anything we should know about your disability or requirements in order to: * Process your application fairly,
* Make any specific arrangements for your interview, and
* Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Provide details:  |

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**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

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| **Reference** |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |
| --- |
| **Reference** |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

|  |
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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.**Signed…………………………………………………Date…………………………………..** |

*QF16/4*

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**MONITORING FORM JOB REFERENCE NO: RFBP/01/2021**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

 Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

…………

**This questionnaire is not available to the panel and will be removed by the Monitoring Officer.**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*







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