



JOB DESCRIPTION

Job Title:	Finance Business Partner
Salary:	Spot Rate
Responsible to:	Head of Finance
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	Trustees, Trust Leaders, TPAT staff, DfE, ESFA, Auditors, Banks and Suppliers.

Main Purpose of the Job:

- To support the Trust in it's day to day financial operations, financial management and reporting.
- This role works closely with stakeholders across the Trust, supporting compliance with financial process and procedure and budgetary control and management.
- Providing detailed analysis across the trust to drive and deliver cost efficiency and value for money.

Main Duties and Responsibilities:

Duties and Responsibilities

- Responsible for ensuring the timely preparation of accurate and complete management accounts, in compliance with agreed timeframes.
- Work in collaboration with budget holders to prepare accurate and timely forecasts.
- Provide insight and recommendations for mitigation, or optimisation, of key challenges and opportunities within the financial position.
- Lead on annual budget preparation supporting budget holders and ensuring that budgets align with the Trusts strategic priorities.
- Produce and deliver annual budgets and 3-year forecasts, in line with necessary time frames, for reporting to Board and onward reporting to ESFA.
- Use financial data and analysis to support the delivery of the budget position at School and Trust level, in line with the Trust's strategic priorities.
- Work closely with all budget holders, through the reporting and forecasting process, to align financial strategies with the overall organisational strategy.

- Maintain the Trusts financial reporting software and systems, ensuring up to date and accurate information is promptly available.
- Champion the correct application of, and adherence to, the Trust Financial Procedures Manual and Academy Trust Handbook.
- Support the preparation of the annual accounts and statutory returns as required by Companies House, the Charity Commission, ESFA and DfE.
- Capital fund reporting and project expenditure tracking, monitoring and reporting in collaboration with the operations team.
- Assist in the integration of new schools to the Trust, including due diligence work, financial reconciliations and the merging of financial accounts.
- To contribute to ensuring transactional systems and processes support the delivery of timely and accurate Management information & forecasts.
- Undertake financial analysis in respect of operational proposals, providing both operational and financial insight in the decision-making process.
- To present financial information confidently, and robustly communicate actions required to a variety of audiences across the Trust.

General / Other

- To be aware of and work in accordance with the Trust child protection and safeguarding policy in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;
- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend professional growth and other meetings as appropriate;
- To ensure the safe and appropriate use of Trust equipment, premises and property;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. This document will be reviewed annually as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities. All staff are expected to share this commitment.

PERSON SPECIFICATION – Finance Business Partner

	Essential	Desirable	Recruiting Method
Education and Training	<p>Good general education; minimum 5 GCSEs grade A*-C (or equivalent) including English</p> <p>Accounting Technician qualification Level 4</p>	Part / Fully Qualified Accountant	Application Certificates
Skills and Experience	<p>Recent experience and knowledge of operating accounting packages.</p> <p>Strong data analysis skills using Microsoft Excel.</p> <p>Recent accounting experience in preparing, analysing and explaining management accounts.</p> <p>Experience of developing and providing financial management information.</p> <p>Experience of developing the financial knowledge and expertise of operational team members.</p> <p>Ability to work on own initiative within Trust protocols & procedures</p> <p>Excellent written and oral communication skills</p> <p>Good organisation and time management skills.</p> <p>Experience of working to and meeting tight deadlines.</p> <p>Ability to work as part of a team.</p> <p>Ability to maintain a professional and positive manner at all times.</p> <p>Experience of working in a busy office environment, with many competing priorities</p>	<p>Recent experience in a schools setting.</p> <p>Familiar with ESFA requirements</p> <p>Knowledge and understanding of legislation relating to the safeguarding and protection of children</p>	Application Interview Assessment
Behaviours and Values	<p>Dependable, committed and adaptable, with a flexible approach to work</p> <p>Ability to work collaboratively with colleagues</p> <p>Ability to work outside of core hours when required</p>		Application Interview Assessment

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