**Job Description**

**Post:** Finance Business Partner

**Salary** £45,718 - £49,674

**Department:**  Finance

**Responsible to:** Chief Financial and Operational Officer (CFOO)

**Terms:** All year round

**Hours:** 36.66 hours per week

**Main Duties**

**Assist the CFOO with:**

* Support the production of the statutory reports and returns, and compliance reports for the Department for Education.
* Maintenance of Audit Recommendations Tracker document to monitor progress on audit recommendations.
* Financial forecasting and modelling. Providing timely, accurate and up to date information to support this process.
* Support the CFO with the supervision of the academy-based finance staff

**Take responsibility for:**

*Financial Reporting*

* Producing monthly management accounts pack for review and approval by the CFOO.
* Execution of robust month end and year end processes.
* Producing monthly control accounts for approval by the CFOO.
* Maintaining Fixed assets register.
* Maintaining a schedule of operating leases.
* Monitor aged creditors, liaising with School Business Managers to support resolution of queries and prompt payments.
* Monitor aged debtors, liaising with School Business Managers to support resolution of queries and prompt payments.
* Production of formal monthly bank reconciliations for review and approval by the CFOO.
* Weekly bank reconciliations to be completed to monitor bank transactions for any fraudulent activity.
* Complete the VAT return.
* Invoicing and processing of all MAT level income streams.
* Maintain accurate financial records of income and expenditure within the Trust’s financial reporting system, working closely with the School Business Managers to ensure that income and expenditure are processed accurately and consistently against relevant nominals and appropriate budgets.

*Audit*

* Preparation of records to support external and internal audits. Being the initial point of contact for the Auditors for their documentation and testing requests during audit visits.

*Budget Monitoring*

* Monitor expenditure against budgets and provide monitoring reports to CFOO on a monthly basis.
* Support CFOO with reporting on budget monitoring to School Business Managers, and headteachers.

Payroll

* Detailed checking of the payroll data provided by the Payroll Bureau

in line with Trust procedures

General

* Maintain financial records in line with paperless procedures, retaining records to ensure compliance with legal and statutory requirements, and disposing of all old paper and electronic records appropriately.
* Work closely with the School Business Managers to ensure accurate and timely information is maintained across the financial reporting system.
* Supporting school business managers when required.  This may involve spending time in different school settings. Post holder will be required to travel to and between academies within the Trust in the execution of their duties.

**Monitor and assist with (if required):**

* Carry out other duties as directed by CFOO.
* Monitoring the central finance mailbox.
* Tendering and procurement, as required.

**Customer Care**

* To continually review, develop and improve systems, processes and services in support of the Trust’s pursuit of excellence in service delivery.
* To recognise the value of its people as a resource.

**Develop oneself and others**

* To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
* To be ready to share learning with others.

**Valuing Diversity**

* To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Generic Requirements**

* It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
* All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust’s Code of Conduct.
* All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
* All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
* All staff will ensure that they are aware of and work within the requirements of all Every Child Matters policies, seeking clarity from a member of Senior Leadership if necessary.
* All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee Name ……………………………………………

Date ………………………………………………………….

**Person Specification**

**Post:**  Finance Business Partner

**Department:**  Finance

**Responsible to:** Chief Financial Officer

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| --- | --- | --- | --- | --- |
|  |  | | Essential | Desirable\* |
| **Qualifications and Training** | | | ✓ | ✓ |
| 1. | GCSE at A\* – C in Maths and English | | ✓ |  |
| 2. | Hold ACA, ACCA, CIMA, or CIPFA or are actively studying towards one of ACCA, CIMA or CIPFA (must have already made some progress) | | ✓ |  |
| **Experience** | | |  |  |
| 3. | Extensive experience of month end procedures (accruals, prepayments etc.) | | ✓ |  |
| 4. | Evidence of working in an environment where experiences include taking initiative and self motivation. | | ✓ |  |
| 5. | Experience of management and development of staff | | ✓ |  |
| 6. | Experience of producing financial forecast on a regular basis | | ✓ |  |
| 7. | Experience of PS Financials or other Finance system. | | ✓ |  |
| **Skills, Knowledge and Aptitude** | | |  |  |
| 8. | Good listening, oral and literacy skills. | | ✓ |  |
| 9. | Ability to organise time and work to deadlines. | | ✓ |  |
| 10. | ICT competent. | | ✓ |  |
| 11. | Confident with spelling and grammar. | | ✓ |  |
|  | |  |  |  |
| **Essential Attributes for All Posts** | | | | |
| **Valuing Diversity:** To accept everyone has a right to their distinct identity.  To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation.  To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy. | | | | |
| **Caring for Customers:** To provide quality support for teaching and learning.  To give parents, families and the community the opportunity to comment or complain if they need to.  To work with the Academy community and do what needs to be done to meet their needs.  To inform your manager about what the Academy community say in relation to the school/setting. | | | | |

\* In the event of a high number of applications, the desirable criteria will become essential