Job Description and Person Specification

Role	Finance Business Partner
Grade and Range:	Pay Band B £39,152 - £44,075 (pay award pending)
Location:	Flying High HQ- 2a Vickery Way, Chilwell, Nottingham, NG9 6RY . Role includes regular travel to schools across partnership
Accountable to:	Senior Finance Business Partner
Key relationships:	Headteachers, school leadership teams, school business teams, central team
Date last reviewed:	July 2026

Position Overview

The Finance Business Partner plays a key role in supporting schools across the Trust to achieve financial sustainability, strong financial governance and effective use of resources. Working in partnership with Headteachers, School Business Leads, Operations Leads and senior leaders, the role provides both strategic financial leadership and practical support to drive informed decision-making and maximise the impact of resources on educational outcomes.

While the role has a strong financial focus, its purpose is not simply to improve financial performance. The postholder will ensure that financial sustainability is achieved in a way that protects and enhances educational provision, balancing financial considerations with the Trust's commitment to delivering the best possible outcomes for children. All financial advice, planning and decision-making should be viewed through the lens of educational impact, ensuring that resources are aligned to school improvement priorities and long-term pupil success.

Operating across an allocated portfolio of schools, the Finance Business Partner will:

- Deliver direct finance business partnering services to a small number of schools through an enhanced bought-back support model.
- Provide strategic oversight, quality assurance and development support to schools with established School Business Leads.
- Strengthen financial capability, consistency and compliance across the Trust.
- Support school leaders in making informed financial decisions that align with school improvement priorities and Trust objectives.
- Identify opportunities to improve efficiency, value for money and long-term financial sustainability, ensuring that financial decisions continue to support high-quality education and positive outcomes for pupils.

The role requires regular collaboration with stakeholders across schools and central teams, alongside travel to schools throughout the Trust.

Key responsibilities

Enhanced Bought-Back Support

- Act as the designated Finance Business Partner for a small number of schools purchasing an enhanced finance business partnering service.
- Build strong working relationships with school leaders, acting as a trusted adviser and critical friend.
- Advise leaders on staffing structures, curriculum planning, funding implications and resource deployment.
- Work in partnership with Headteachers and school leaders to lead budget-setting, forecasting, year-end and financial planning processes, providing expert financial advice, analysis and challenge to support informed decision-making and ensure alignment with Trust priorities, key performance indicators and long-term sustainability.
- Develop and maintain curriculum-led medium-term financial plans, undertaking financial modelling, scenario planning and options appraisal to support strategic decision-making and sustainable resource planning.
- Analyse financial and operational data, including benchmarking information, to identify efficiencies, improve value for money and inform resource allocation.
- Assess the financial viability and longer-term impact of proposed projects and investments.
- Identify, assess and support the mitigation of financial risks, advising leaders on the implications of proposed decisions and investments.
- Deliver a combination of strategic and operational finance support tailored to individual school requirements.
- Prepare and present financial and budget monitoring reports to Headteachers, governors and other key stakeholders.
- Provide oversight and assurance of income, expenditure, balance sheet management and key financial controls.
- Ensure financial processes operate effectively and in accordance with Trust policies and procedures, supporting schools to maintain accurate reconciliations, financial records and statutory returns.
- Attend finance, leadership and external stakeholder meetings as required.

Strategic oversight, quality assurance and development support (School Business Lead Schools)

- Act as the lead finance business partner for a portfolio of schools with established School Business Leads.
- Working with the SBL and Headteacher, provide professional support, challenge and guidance on financial strategy, budget management and sustainability, ensuring that financial plans and decisions strike an appropriate balance between financial resilience and the delivery of strong educational outcomes.
- Support school leaders to make resource allocation decisions that achieve long-term financial sustainability while maintaining a clear focus on school improvement priorities, curriculum delivery and the quality of education provided to pupils.
- Undertake periodic quality assurance and review visits to evaluate financial management, controls, reporting and compliance arrangements, providing developmental feedback where required.
- Review budget monitoring, forecasting, reconciliations and month-end processes completed by school teams.

- Identify areas for improvement and support schools in implementing best practice.
- Act as the first point of contact for complex financial management, budgeting and forecasting queries.
- Monitor financial risks across all allocated schools and escalate any significant financial risks, control weaknesses and compliance concerns where appropriate.
- Support the development of the financial capability across schools through coaching, mentoring, professional support and the development of guidance, tools and training for School Business Leads.

All Schools / Trust-wide Responsibilities

- Develop effective relationships across Central Team functions, working in partnership with colleagues to ensure a coordinated, child-centred and joined-up approach to service delivery, school improvement and organisational development.
- Work collaboratively with colleagues across the wider Finance Team to ensure a joined-up approach to financial management, continuous improvement, problem solving and the delivery of high-quality support to schools.
- Review and challenge financial forecasts, ensuring assumptions are realistic, robust and financially sustainable.
- Monitor financial performance, trends and key performance indicators to identify emerging risks, pressures and opportunities and support informed decision-making.
- Ensure compliance with Trust financial procedures, financial regulations, the Academy Trust Handbook, Trust policies and relevant legislation.
- Advise schools on financial systems, processes, controls and financial governance arrangements.
- Support schools in addressing recommendations arising from audit, assurance and internal scrutiny reviews.
- Promote consistency of financial practice and standards across all Trust schools.
- Support the completion of year-end financial processes and statutory reporting requirements.
- Contribute to the continuous improvement of financial procedures, controls, governance arrangements, systems, reporting processes and management information.
- Provide guidance, training and best-practice support to strengthen financial capability, succession planning and compliance awareness across school business and finance functions.
- Support schools in aligning financial resources with school improvement plans and Trust objectives.
- Ensure consistency, accuracy and integrity of financial information across allocated schools.
- Work collaboratively with school leaders to support the development of business plans and strategic initiatives.
- Promote effective resource planning and value-for-money principles.
- Provide financial support and guidance to schools joining the Trust.
- Contribute to Trust-wide financial projects, initiatives and development programmes.
- Build strong professional networks across the Trust and contribute to a culture of collaboration and continuous improvement.
- Actively contribute to the wider success of the Partnership and Central Team.

Flying High Partnership

General Duties

- Role model the Flying High cultural expectations and encourage these in others.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings and working groups as required.
- Participate in training and other learning activities as required.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	**Desirable**
Qualifications and Professional Development		
A good standard of literacy and numeracy.	AF	
AAT qualified or equivalent relevant financial experience.	AF	
Part-qualified or working towards CCAB, CIMA, CIPFA or ACCA qualification.		AF
Evidence of ongoing professional development in finance, leadership, business management or school/MAT operations.		AF/I
Financial Management Experience		
Experience of financial planning, budget setting, forecasting, budget monitoring and scenario modelling.	AF/I/AST	
Experience of producing financial analysis, management information and reports to support decision-making.	AF/AST	
Experience of identifying financial risks, pressures and opportunities and recommending appropriate action.	AF/I	
Experience of improving financial processes, controls, reporting arrangements or management information.	AF/I	
Business Partnering and Stakeholder Engagement		
Experience of advising, supporting and constructively challenging senior stakeholders.	AF/I	
Ability to operate as a trusted adviser and critical friend to school leaders.	I	

Ability to communicate complex financial information clearly to non-finance audiences.	I/AST	
Ability to work collaboratively across Finance, Education, Operations, HR, Communications and other central team functions.	AF/I	
Technical Skills, Systems and Controls		
Strong analytical, Excel, reporting and financial modelling skills.	AST	
Knowledge and experience of using finance systems, accounting software and financial reporting tools.	AF/AST	
Strong understanding of financial controls, reconciliations, budget management and the importance of accurate financial records.	AF/I/AST	
Knowledge and experience of PS Financials / IMP Planner or similar school/MAT finance systems.		AF
Governance, Compliance and Sector Knowledge		
Experience of working in a regulated, compliance-driven or public-sector environment.	AF/I	
Experience of working in a school, academy trust, local authority or education setting.		AF/I
Understanding of academy trust funding, financial governance, internal scrutiny, audit, risk management and statutory reporting requirements.		AF/I/AST
Behaviours and Personal Attributes		
Professional, approachable and able to build trust with a wide range of stakeholders.	I	
Collaborative and committed to working as part of the wider Finance Team, Central Team and Trust.	I	
Confident, resilient and solutions-focused when dealing with challenge, competing priorities or ambiguity.	I	
Committed to continuous improvement, consistency, high standards, accuracy and professional judgement.	AF/I	
Able to act with integrity, discretion and confidentiality when handling sensitive information.	AF/I	
Demonstrates a strong commitment to the values, ethos and child-centred purpose of the Trust.		I
Other Requirements		
Ability to travel to Trust sites as required.	I	
Ability to work flexibly in line with service needs, including occasional meetings or activities outside normal working hours with prior notice.	I	
Commitment to contributing positively to Partnership-wide activities and wider Trust priorities.	I	