

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Trainee Finance Business Partner (Trainee School Lead)
Reporting to	Trust Finance & Business Manager
Hours	37 hours per week for 52 weeks per year
Grade/Point	A3

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose

- To assist with aspects of budgeting with the finance manager and deputy CEO.
- Be responsible for various school's financial records held on PSF and IMP, with additional support from other finance business partners when needed.
- To assist with advising Head teachers and the trustees of financial implications of developments, proposal etc by preparing costing and obtaining estimates.

Main Duties and Responsibilities

- To oversee and monitor expenditure against budget and advise the finance manager and deputy CEO of any variation to the budget.
- To assist with the preparation of weekly and monthly pay returns and claims for grants, allowances, travel etc.
- To check purchase orders, asking for help from other Finance Business Partners when unsure on coding.
- To work alongside other Finance Business Partners regarding the receipt of cash and reconciliation of bank accounts.
- To provide advice and guidance within established frameworks.
- To help make decisions affecting the admin service provided to schools at a local level, based on own understanding of problems, from within the range of choices covered by established frameworks.
- Regularly redefine staff priorities in order to achieve deadlines required by those outside of the team.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To ensure Health & Safety requirements are met.
- To help check BACS payments in conjunction with the Finance Manager and Deputy CEO.
- To gather information for the procurement cards and input own schools.
- To process recharges to schools within the Trust, inputting journals to PSF once authorised.
- To complete professional qualification needed for role alongside work tasks. You will be required to attend training online as required by the training provider and complete course work to a high standard. You will also be undertaking a range of financial administration and accounting tasks suited to the post holder's current level of training and development.
- To undertake any other duties of a similar level and responsibility as may be required.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy

- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	<ul style="list-style-type: none"> Relevant school finance experience AAT Level 2, 3 or 4 (complete or part complete)
Experience	<ul style="list-style-type: none"> Good understanding of IT systems including Email, Spreadsheets and Word Processing 	<ul style="list-style-type: none"> Knowledge of working databases Office based experience Experience of working in school setting Working with Microsoft Office applications.
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, verbally and in writing Excellent grammatical, spelling and punctuation skills. Strong literacy and numeracy skills. Ability to manage time effectively Ability to work on own initiative and to meet deadlines Ability to work effectively as part of a team and work collaboratively Strong organisational and planning skills 	<ul style="list-style-type: none"> Ability to solve problems and find creative solutions
Personal Qualities	<ul style="list-style-type: none"> Calm under pressure with a flexible and adaptive and highly professional approach to their work Reliable and trustworthy Embodies the Trust's vision and values "Can do" attitude Friendly persona Awareness to and commitment to equality Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> Committed to personal and professional development.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....