

Job Description – Financial Business Partner (Operations)

Job Title: Finance Business Partner (Operations)	Pay Grade: Bucks Pay Range 6/7 (Dependant on experience)
Term of Employment: Permanent	37 Hours per week, 44 / 52 Weeks per year
Designation of Post within IAT's Finance Structure	
<p>CEO (Accounting Officer)</p> <p>Chief Finance Officer</p> <p>Finance Business Partner (Operations)</p>	
<p>This job description identifies the responsibilities attached to this post.</p> <p>This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the Trust may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
Main Duties and Responsibilities	
The Post	
<p>IAT is seeking to appoint an approachable, motivated and conscientious individual to join our friendly team as Finance Business Partner (Operations).</p> <p>The postholder will need to effectively use SAGE Intacct and IMP the main finance system and budgeting tool for IAT. The postholder will also be responsible for the management of the Trust contracts register.</p> <p>A major part of the post will be to build positive relationships with the Trust leads for Operations, including the Chief Operations Officer, Head of Operations, Chief People Officer. The Finance Business Partner (Operations) will need to work within the confines of the IAT scheme of delegation.</p> <p>As Finance Business Partner (Operations) you will be a key member of our Finance Team. You should have significant accounting experience, and a sound understanding of financial regulations and their application in a large and complex environment, ideally in the education sector or in an area with significant contracts and operations.</p> <p>You will work closely with the Financial Controller and budget holders to prepare management accounts, the annual budgets and monthly forecasts for the Trust, and your expertise will enable you to contribute to the long-term financial planning and financial health of the department.</p> <p>The Finance Business Partner (Operations) will be headquarters based, you may be required to work at premises occupied by the employer or any of the employer's Academies, within a 25-mile radius, as directed by the employer.</p>	

Role and Responsibilities

Operational

- Delivery of training to Operations Teams
- Support to CFO in half termly meetings with CSS heads of service.
- Support to COO and Head of Operations on operations
- Support to CPO on Governance
- Monthly review of SAGE budgets in scope for issues and corrections
- Monthly budget forecasting for all areas in scope (Using IMP where stated)
- Support CFO in developing of IMP as budgeting and forecasting tool
- Future budget needs analysis for all areas in scope
- Due diligence support for new schools
- Identifying value for money opportunities
- support to asset register
- Liaising with Operations regarding any insurance claims relating to operations
- Production of budget book for operations
- Support to CFO in capital budget planning linked to Operations revenue
- Management of day to day contracting and procurement
- Identifying value for money opportunities
- Support to COO on Chromebook schemes

Transactional

- Management of contracts register.
- Authorisation for all operational payments up to £5k (other than those relating to HR)
- Preparation of Journals needed for Operations
- Lead on income billing for operations

Personal Skills & Knowledge

- Key skills for the Finance Business Partner (Operations) start with strong communication abilities – both verbal and written – to engage with the finance department, school senior leadership teams and other stakeholders.
- You will have excellent ICT skills in particular minimum intermediate level MS Excel/ Google sheets skills.
- Strong verbal communication skills with a track record of building productive working relationships with key internal and external stakeholders

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- Strong interpersonal and presentation skills, with proven ability to communicate effectively to a wide range of audiences including financial and non-financial staff across the Trust
- Project and People Management: Excellent managerial skills, able to oversee projects successfully while facilitating a team-centric environment.

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Person Specification

	Essential	Desirable	Evidence
Knowledge, Experience and Qualification			
'A' Level education or equivalent	✓		Application
Fully qualified AAT or equivalent	✓		Application
Evidence of continuing professional development	✓		Application
Relevant skills and aptitude			
Intermediate level use of ICT – email, MS Word, MS Excel etc.	✓		Reference/Int
Highly numerate	✓		Reference/Int
Good oral communication skills with stakeholders and colleagues	✓		Interview
Ability to work independently	✓		Reference/Int
Extensive experience in demonstrating strong leadership skills and the ability to lead a sub team	✓		Reference/Int
Knowledge of financial systems	✓		Interview
Knowledge of financial statements	✓		Reference/Int
Good written communication skills	✓		Application Interview
High attention to detail and high level of accuracy	✓		Reference Application Interview
Experience of leading/training and working within a team	✓		Application Interview
Personal Qualities			
Enthusiastic and approachable	✓		Interview

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	Essential	Desirable	Evidence
Good interpersonal skills	✓		Interview
Shows initiative	✓		Reference/Int
Sensitive to the needs and concerns of others	✓		Interview
Hardworking and conscientious	✓		Reference
Commitment to flexible working and hours	✓		Reference/Int
Willingness and ability to learn new software	✓		Interview
Flexible, adaptable, enthusiastic and approachable	✓		Reference Application Interview
Ability to prioritise their workload to ensure the timely completion of work.	✓		Application Interview
Committed to their own continuing professional development. A commitment to study for qualifications to meet the needs of the role.	✓		Application Interview