

Job Description: Head of Finance Business Partnering

Responsible to:	Finance Director
Job Type:	Permanent
Grade:	12
Hours per week:	37
Working weeks:	52
Location	¹ Cambrian Central Team

Job Purpose

- Assume overall responsibility for schools partnering and support by providing financial advice, challenge and operational support to the Trust's schools.
- Working alongside schools ensuring effective financial control, proper accounting practice and accurate reporting of the Trust's resources.
- Line Management, training and support for the Trust's Finance Business Partners.
- Supporting the Finance Director with Trust reporting including preparation and submission of returns, budgeting and monitoring.

Role Summary

This role is directly responsible for:

- Providing financial leadership and management across CLT schools.
- Responsibility for the Business Partnering Team and Technical Support in relation to financial compliance, budget preparation and financial reporting.
- Attending budget monitoring and budget setting meetings at our schools to support the Finance Business Partners.
- Managing and Supporting the Finance Business Partners.
- Establishing strong relationships with Schools.
- Managing Onboarding of New Schools to the Trust.
- Review Processes and Procedures to Ensure Maximum Efficiency and Consistency Across the Trust.
- Ensuring Notes are Available and Updated for All Finance Processes.

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- Support Month End Procedures and Budget Monitoring.
- Support Finance Director with Trust Level Reporting Where Required.
- Implementation and administration of Systems Project Work – Iplcitic, BPS & Edupay.
- Preparing Information for submission of Statutory Returns.
- Promoting best practice by ensuring that schools comply with the Trust's financial processes and procedures.
- Contributing to the Trust's year-end audit and implementation of audit recommendations.

Financial Management and Compliance

In conjunction with the Finance Director and the Finance Team:

- Monitoring performance against budget at reporting periods and alerting the headteacher and the Finance Director with regard to any area of concern.
- Calculating and benchmarking the school's key metrics.
- Systems administration such as Iplcitic/BPS/Edupay/ Online banking/Credit cards.
- Ad hoc project work to improve finance systems, processes and procedures.
- Ensuring accurate financial records are maintained that the financial and management accounting systems for the Academy Trust are up to date and support all accounting and reporting needs.
- Maintaining and helping to develop the Trust's accounting systems to ensure complete and accurate recording of all financial transactions, and effective reporting of actual income and expenditure against budgets.
- Advise Schools on best use of the Iplcitic system. This encompasses setting up appropriate accounting structures to enable budget holders to monitor their budgets and deliver good budget management, and operational procedures such as purchasing.
- Working closely with the Central finance team to ensure the Trust month end accounts closedown procedures and the preparation of annual financial statements is as effective as possible.
- Supporting schools with training requirements and technical support.
- Supporting Finance Business Partners with accurate and timely preparation of payroll reconciliations.
- Ensuring compliance with all agreed local and national policies and procedures.

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Other duties and accountabilities

- Maintaining an awareness of legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters.
- Being aware of and complying with policies and procedures relating to child protection.
- Health & Safety and security, confidentiality and data protection, reporting all concerns to the Finance Director.
- Ensuring compliance with the Academy Trust's Equal Opportunities and Equalities.
- Policies and taking an active role in promoting equality and diversity.
- Promoting the Academy Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

General responsibilities

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Operations Team.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post.
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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Specification	Essential	Desirable
Qualifications, Education and Training	<ul style="list-style-type: none"> AAT qualified or CCAB Part-Qualified A Levels or equivalent 	<ul style="list-style-type: none"> University degree or CCAB qualified
Relevant Experience	<ul style="list-style-type: none"> A minimum of 10 years of experience in financial management, management accounting / financial planning and closure of accounts. Experience of budgeting, reporting, monitoring budgets and providing financial management support 	<ul style="list-style-type: none"> Experience of developing effective systems and procedures Knowledge of academy financial rules and regulations
IT Skills	<ul style="list-style-type: none"> Experience of Microsoft Office and advanced skills in Excel Advanced user of financial systems and advanced skills in Excel data management and reporting 	
Data Management	<ul style="list-style-type: none"> Ability to analyse financial issues and to analyse complex information 	
Relevant Skills / Aptitudes	<ul style="list-style-type: none"> Ability to communicate effectively. Experience of budget holder support and advice 	<ul style="list-style-type: none"> Previous experience of developing and delivering training programmes

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	<ul style="list-style-type: none"> • Ability to deliver training on budget monitoring and use of financial systems. • Ability to build strong working relationships and enable effective working across a number of locations. • Organised and thorough, with a good eye for detail • Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines. • Ability to work independently to tackle problems creatively and to think laterally 	
<p>Other</p>	<ul style="list-style-type: none"> • Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan. • Willingness to travel • Driving licence 	

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