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Finance Business
Partner

E-ACT

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Finance Business Partner

Salary: NJC 41-45

Contract: Full time, permanent

Line managed by: Senior Finance Business Partner

Responsible for: Hub Finance Team

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

ROLE PURPOSE:

To lead the management of financial operations across a finance hub to meet financial performance targets and ensure long term financial stability of the allocated academies.

Work closely with Headteachers to prepare annual budgets that align with the trust’s strategic objectives and funding constraints.

Prepare and maintain accurate financial forecasts for each allocated academy, reflecting income, expenditure and budget variances.

Provide insights into key financial trends and risks to support decision making.

To lead in the production of reports, analysis and forecasts against budgets, co-ordinate financial processes to meet monthly and annual audit requirements and ensure that all financial policies are adhered to, and deadlines are met.

To develop and promote the finance hub team.

KEY RESPONSIBILITIES:

Financial Management and Reporting:

- Work closely with Headteachers and Education Directors in the preparation of annual budgets that align with the Trust’s strategic objectives and funding constraints.
- Offer guidance on budget allocation to ensure resources are effectively used to meet educational goals.
- Produce monthly management accounts and workbooks and communicate with the academies to understand key variances from budget.
- Provide full commentary and insights into key financial trends and risks to ensure that the Trust consolidated accounts highlight the key risks and opportunities from the allocated academies.
- Provide monthly reports to Headteachers, highlighting key metrics, variances and potential issues.
- Deliver tailored analysis of financial performance to Headteachers and Education Directors, identifying areas for improvement or cost savings.
- Contribute to strategic decision-making at each academy by providing financial insights and scenario planning.

- Assist with the financial implications of projects, including staffing changes, capital investments and curriculum delivery.
- Work with Headteachers and Education Directors to produce ICFP analysis in support of the annual budget. Monitor variance from the approved ICFP throughout the year and work with Headteachers to ensure budget targets are met.
- Identify areas for improvement in process to ensure team are being effective as possible.

Compliance and Risk Management:

- Ensure compliance with the Trust's financial policies and procedures, as well as relevant regulations and funding agreements.
- Accountable for allocated academy balance sheets and fixed asset registers, ensuring these are up to date and action taken where necessary, in a timely manner.
- Support with audits, ensuring audit workbooks are completed in an accurate and timely manner.

Communication and supporting stakeholders:

- Act as the primary financial advisor for Headteachers and Education Directors, providing clear guidance on complex financial matters.
- Build strong relationships with Headteachers, Education Directors and other stakeholders to foster trust and collaboration.
- Support academy leaders in understanding financial reports and their implications.
- Act as a bridge between the national finance team and the academies, ensuring consistency in processes and adherence to trust-wide financial strategies.
- Collaborate with other FBPs and the national finance team to share best practices and improve processes.
- Attend hub and national finance meetings and training sessions as and when required.
- Line management of Hub Finance team as and when required.
- Work with external stakeholders, such as local authorities or funding bodies, on financial matters relating to the allocated academies.
- Prepare financial data for regulatory submissions and grant applications as required.

Training and Development:

- Provide training to Headteachers and academy staff on financial processes, tools and compliance requirements.
- Promote a culture of financial awareness and accountability within the academies.
- Take responsibility for your own professional development, ensuring that you keep abreast of regulations that affect your role and key developments in financial management trends across the sector.

Experience and qualifications:

- Ideally a qualified accountant (ACCA, CIMA, CIPFA, ICAEW). As a minimum, part qualified and actively studying towards full qualification.
- Minimum three years' experience in a financial role, ideally with at least one year in a business partnering role.

Working arrangements:

- Required to work from a hub base at least three days per week. (This will also be your identified base for any travel expenses).
- Required to travel to allocated academies at least twice per year and more frequently if the need arises.

ADDITIONAL RESPONSIBILITIES:

- Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security and confidentiality, reporting all concerns to an appropriate person
- To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection.
- Be aware of and support differences and ensure equal opportunities for all.

To undertake any other duties appropriate to the grade of the post as requested by the Director of Academies Finance and CFO.