

Finance Business Partner

We know from experience that things change throughout the lifetime of a role and so this JD is not a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we would love it if they resonated with you too.

About the role...

Main purpose of the role:

- To support the strategic development of their allocated academies by working closely with the Headteachers, Director of Finance and other key stakeholders to enable effective decision making and achievement of Trust aims.
- To provide high quality strategic financial planning to ensure that their allocated academies and the Trust as a whole makes best possible use of resources and is able to provide the best outcome for learners.
- To maintain and monitor the efficient management of their academy budgets.
- To be responsible for maximising income generation by assisting the financial aspect of the letting of premises to external users and supporting development of grant applications to support the Academy.

Key accountabilities:

Financial Management:

- Support the strategic development of their designated academies by working closely with the Executive Team, Director of Finance, Headteachers and their local leadership teams on effective financial planning, decision making and management.
- Oversee the preparation of a five-year financial plan for designated academies and prepare annual budgets
- Prepare financial reports, estimates and completion of financial returns
- Monitor and maintain up to date budget and forecast figures e.g., rolling 12-month cash flow
- Meet regularly with the Director of Finance to review expenditure against budget, the latest forecast and any other relevant financial information.
- Prepare a monthly forecast outturn report for submission to the Director of Finance, including explanations of variances.
- Provide professional advice/ guidance and support to leaders on a wide range of financial matters in-line with business and legislative requirements. In particular the role will be responsible for supporting leaders to have sound oversight of all financial matters, including:
 - Effective staffing structure and workforce planning

- Share good financial practice, and encourage a 'one organisation' approach across schools
- Support leaders with external grants; asset management plans; and contract renewals/ value for money etc.
- Ensure that appropriate planning/ ongoing oversight is undertaken for capital purchase programmes

Payroll:

- Support the strategic recruitment plan within each designated school ensuring that staffing plans are reflected within the budget and forecast.
- Ensure the effective reconciliation of payroll monthly against budgeted costs – addressing any issues with leaders and appropriate colleagues

Finance Operations

- Authorise pay lists, where appropriate authorisation has been received for payment from the delegated authority
- Carry out a physical monthly reconciliation to the accounting system of petty cash held within designated schools/ areas.

Stakeholders & relationships:

- Maintain strong relationships with stakeholders throughout the organisation, and particularly with Headteachers and budget leaders. This will require having a presence/ working directly with stakeholders across our schools as part of your ongoing business partnering focus – e.g., meet regularly with the Headteachers/ leaders to discuss monthly expenditure against budget
- Provide guidance for the other members of the finance team as required
- Prepare (where there is no self-service capability available) and work with timely and appropriate management information, so that leaders understand their 'finance agenda and performance'
- Strive to improve and simplify finance processes and policies wherever possible – balancing risks and benefits appropriately.

Audit:

- Work with key finance staff and the Trust auditors to support the audit requirements for each designated school ensuring that information is timely and accurate.

Continuous learning:

- Keep up to date with best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered
- Seek out performance development feedback during the year for self, and the wider finance function and undertake 'back to the floor' days in TCAT to continually learn, reflect and improve our approach.

As a member of staff of The Trust:

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model elevated levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Good standard of basic education including Maths and English GCSE or equivalent

- AAT qualification or equivalent experience in a finance role

Desirable

- Professional accountancy qualification e.g., ACA, ACCA, CIMA, CIPFA etc.

Experience, Knowledge and Skills

Essential

- Experience of working within a finance role
- Experience of managing a large budget including budget setting and monitoring
- Knowledge of accounting procedures and practices
- IT skills including familiarity with accounting software and Excel
- Excellent communication skills
- Ability to establish excellent professional relationships with colleagues at all levels
- Ability to work using own initiative and to resolve problems as they arise
- Ability to ensure confidentiality of information.
- Ability to work accurately and to deadlines and with minimal supervision
- Experience of working under pressure within a busy environment

Desirable

- Experience of working within an education setting, especially within a finance role
- Experience of SAGE software

Values and Personal Competencies

Essential

- Excellent people skills
- Energy and enthusiasm
- Self-motivation
- Excellent organisational skills
- Sense of humour

Desirable

- Strong adaptability to change and development
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.