

JOB DESCRIPTION

Financial Analyst

Job Title: Financial Analyst

Salary: KSG

Responsible to: Finance Manager / CFO

Contractual Hours: 3 days per week / All Year Round

1. PURPOSE OF JOB:

- As a Financial Analyst you will be a key member of the finance team working together with the CFO and Senior Finance Officer providing financial support to school staff members and Governors.
- You will be expected to have a strategic view of the finance function and able to work with a hands-on approach to achieve efficient monthly management reporting and budgetary control.
- Manage and coordinate the school's financial systems, processes and projects, including proposing and implementing system and process improvements.
- Coordinate and control finance processes in accordance with the School Financial Handbook and the Academies Financial Handbook.

2. PERSON SPECIFICATION:

- Professional accounting qualification – minimum AAT L4 or equivalent.
- Committed to continuous professional development and learning
- Dynamic, positive and helpful
- High expectations of self, colleagues and students
- Self-motivated, pro-active and can act independently using an analytical approach, as well as effectively in a team.
- Strong communication skills at all levels and channels
- Manage confidential and sensitive information with discretion
- Up to date knowledge and practical experience of current financial software packages
- Relevant experience within a financial environment, preferably within an educational context
- Able to work under pressure with result orientation.

3. DIMENSIONS:

Access to and maintenance of confidential and sensitive information

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head Teacher and Board of Governors.

➤ PRINCIPAL ACCOUNTABILITIES:

- Work with the CFO to review and evaluate processes, procedures, controls and identify improvement opportunities
- Support the CFO with project work, in particular chart of accounts and cost centre reviews, ensuring that strategic goals and budget responsibilities match the reporting capabilities of the accounting system.
- Work with the CFO on designing and implementing value adding analysis reports to support effective and efficient financial management
- Advise teaching and support staff colleagues with procurement, costing of school trips and cost control.
- Support the CFO with statutory year-end reporting to ensure regulatory compliance, including Academies and Charities best practice.
- Assist in the preparation of internal and external audits, ESFA / DfE submissions and any other financial information required by the government and local authority bodies.
- Support the Site Manager with capital expenditure, including cost analysis and project management.
- Establish and maintain excellent professional relationships and ensure effective communication across the school, external partners, and other stakeholders.
- Work as part of the finance team to develop and maintain financial procedures to ensure the financial sustainability of the school.

4. SCOPE FOR IMPACT:

- The post holder will be an important member of the Finance team to ensure the smooth administration and running of the school.
- The post holder will have a key role to ensure the school plans for and maintains a balanced budget that supports the overall objectives of the school.
- The post holder will play a key role in ensuring that the school meets all financial, legal, and statutory obligations.
- The post holder will have regular contacts with colleagues and external parties and is therefore required to represent the school's values and principles at all times.
- The post holder will have a key role in working with the CFO and the governing board in longer term, strategic financial planning.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

EQUALITY AND DIVERSITY

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____
Job Title

Date: _____

Agreed By: _____
Headteacher

Date: _____