

Job Description

Post Title:	Business Partner
Department:	Central Finance Team
Responsible to:	Regional Business Partner

Purpose of the Role

The Business Partner role is responsible for providing high quality financial and commercial advice and support to a number of schools in the Trust. The BP will support schools to manage their finances, to maintain financial controls and to be responsible for all financial reporting, such as budget planning, forecasting and management accounting. Although the role is part of the central finance team, a BP works closely with school leaders, ultimately, to ensure the best outcomes for all children.

Main Duties and Responsibilities

Core Responsibilities Finance

- Support Headteachers in preparing and managing school budgets.
- Produce accurate forecasts and scenario modelling to aid decision-making.
- Analyse financial performance and identify risks and opportunities.
- Prepare monthly management accounts with clear variance analysis and commentary, focusing on the 'so what' – thinking beyond 'what has happened' to analyse the impact of financial performance.
- Provide accessible reports to senior leaders, explaining financial implications in non-technical language.
- Advise schools on procurement processes, ensuring compliance and value for money.
- Provide financial oversight for significant school level contracts, tenders, and high-value purchases.
- Monitor and support schools in achieving savings through aggregation and centralisation.
- Build and maintain strong working relationships with Headteachers and operational staff.
- Offer challenge and support on financial decisions to ensure sustainability.
- Ensure financial resources are available and correctly recorded for statutory health & safety requirements.
- Support capital projects, including financial planning, monitoring, and reporting.
- Assist in preparing business cases for investment and external funding bids.
- Ensure financial processes at school level comply with Trust policies, DfE requirements, and the Academy Trust Handbook.
- Support schools in applying internal controls effectively.
- Escalate risks or instances of non-compliance promptly.
- Promote and embed consistent use of Trust financial systems (e.g. iplicit, Arbor).
- Contribute to consolidated Trust reporting and assist the central team in line with information provided by Regional Business Partners (RBPs).
- Identify opportunities for process efficiency and automation.
- Share best practice across schools to improve financial management capability.

Core Responsibilities Business

- Partner with HR advisors to align staffing plans with budgets and workforce strategies.
- Support estates colleagues on budget allocation for maintenance, capital, and compliance activity; contribute to the Trust's Asset Management Plan.

- Work with school administrators to ensure accurate financial and pupil-related data in Arbor; assist with data checks for census returns.
- Review and support administration teams on financial balances in Arbor, ensuring they are controlled and accurate.

Additional Requirements

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the trust. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

Person Specification

	Essential	Desirable
Educational achievements, qualifications and training	GCSE (or equivalent) English and Maths and grade A-C A full driving licence	Professional qualification in accountancy Qualification in School Business Management Educated to degree level in a relevant subject, or equivalent experience
Experience, knowledge and understanding	Experience of budget monitoring, purchasing and reporting Experience of internal control, reporting, analysis and financial control Experience of working in a customer focussed team	Experience of using Iplc (other education finance system) / IMP Planner Knowledge and understanding of the requirements in the Academies Financial Handbook An understanding of academy finances, the DfE and the reporting requirements of a Multi Academy Trust Experience of project management and business partnering
Personal qualities and skills	Reliable, organised, able to meet deadlines and committed to high standards Excellent numeracy skills Focused and ability to work self-sufficiently and independently Strong interpersonal and communication skills	Flexibility to attend evening meetings as required Experience of working in a matrix structure Ability to influence

	Demonstrable gravitas to influence Excellent time management Good ICT skills A demonstrable commitment to professional development Ability to maintain confidentiality Able to support and work within the Christian ethos and values of PDET	
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PDET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure Barring Service) Enhanced Disclosure Check.