



Job title:	Finance Partner
Hours:	37 Hours per week
Contract:	Permanent
Grade:	NJC 31 to 34
Reports to:	Chief Financial Officer (CFO)

Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 and has grown to be the largest Church of England Trust in the Diocese of St Albans. The Trust has a clear mission at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles, and we are committed to ensuring the whole community flourishes in our Trust, not just the pupils, but also the staff, our governors and the wider school family.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love. And together our academies work to be places of; **Hope; Nurture; Equality; Respect; Collaboration.**

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.

Job context

The Finance Partner will directly support a cluster of DSAMAT academies with all aspects of financial management. They will provide financial advice to the Headteachers of the schools within the cluster and support them with managing their budgets, reforecasting, financial decision making and any other financial related matters.

Decision Making

The job involves following policies and procedures, using systems and making decisions, escalating only to the Head of Finance as and when necessary. The post holder will work independently.

Core responsibilities

- Responsible for the timely and accurate preparation of the monthly management accounts and reporting packs for a cluster of Academies
- Responsible for providing financial advice and support to Headteachers. This includes budget monitoring, financial modelling and ad hoc financial analysis



- Maintain accounts in accordance with sound financial practices and the Trust's policies, ensuring the requirements of the Trust's Internal and External Audit Teams are met
- To ensure that the Academy's accounts are up to date and maintained accurately to allow the Headteacher, CFO and COO to use the accounts to inform decision making

Financial Management:

- Ensure all relevant tasks on the Trust's Month End Procedures checklist are completed for each Academy by the required deadline
- Review each academy's trial balance by fund type at least monthly to ensure the funds are being used correctly and any miscoding are dealt with
- Prepare and post all general ledger entries for a cluster of academies as required
- Prepare and post prepayments and accruals to ensure expenditure is accounted for in the correct period liaising with the Management Accountant where required
- Prepare and post accrued and deferred income where required to ensure income is accounted for in the correct period
- Prepare and process monthly internal recharges between Academies and Central (where applicable)
- Check correct SEN funding received for cluster of Academies
- Check all funding levels from ESFA and LA are correct for cluster of Academies
- Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources
- Prepare the monthly Management Accounts reporting pack including a budget variance analysis, a review of KPIs and commentary for each academy in the cluster
- Prepare regular departmental budget variance analysis
- Review costing for school trips and ensure they are managed according to DfE guidance. Provide income and expenditure analysis on each trip
- Prepare financial reports as necessary for the CFO and COO and other parties as necessary
- Prepare an annual 3 year Budget for each school in the cluster in conjunction with the Headteacher that meets Trust targets and ensures sound financial management
- Prepare regular reforecasts throughout the year to ensure an up-to-date prediction of each school's end of year financial performance
- Meet regularly with Headteachers to review the monthly management accounts and reforecasts and take any appropriate action

People & Payroll:

- Support the strategic recruitment plan within each academy ensuring that staffing decisions are factored into the relevant academy's budget
- Maintain effective communication with the academy to ensure a co-ordinated approach on People and payroll matters. Liaise with the Trust's People team as necessary
- Review the monthly payroll reconciliation for the cluster of academies and assist with any reconciliation queries. Update the forecast where applicable for any reconciliation variances
- Review payroll variations report, verifying adjustments have been processed accurately



Other:

- First approver (of two) for purchase orders per the scheme of delegation, to check spend is within budget
- Review and approve payments via online banking for academies in a different cluster
- Maintain a contracts register to ensure compliance, best value and timely renewal as appropriate for each Academy
- Support with procurement for Academies, looking to consolidate across the Trust where possible
- Work together with all members of the Trust Shared Service Centre to ensure a cohesive and effective approach to financial support and administration across the Trust
- Ensure income is maximised through the collection of gift aid where appropriate
- Maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential and sensitive information
- Identify, develop and drive changes to processes to improve efficiencies
- Deal with queries, as appropriate, supporting the Trusts Shared Service Centre to ensure a positive image of the Trust is always presented
- Assist with preparation of both internal and external audits

Demands of the role

- This role has both strategic and operational elements and there will be considerable conflicting work demands, deadlines and interruptions. Undertake other duties appropriate to the grade of the post
- The work must be completed methodically and to deadlines. There will be a need to concentrate, typically for long periods, on certain tasks such as preparing the regular financial reports
- Undertake other duties appropriate to the grade of the post
- Significant travel, regular visits to cluster of schools as well as national meetings and events
- There will be requirement to spend large amounts of time work on complex and highly sensitive information, financial reporting, change management programmes.
- There will be exposure to distressing situations involved in managing change

Professional Conduct

In accordance with Trust policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its' policies and procedures.



Work within the requirements of the Trusts' Health and Safety policy, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the corporate equalities policy and relevant legislation.

Person specification

Experience, Knowledge and Qualifications:

Essential

- Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English
- Part qualified in a professional level accounting qualification (ACCA, CIMA or CIPFA) working towards professional level accounting qualification, or equivalent level of work experience
- Substantial experience in financial management
- Experience in the oversight and improvement of internal controls
- Experience of reporting budgets to non-financial personnel
- Experience working with payroll systems
- Experience working with Purchase and Sales ledgers systems
- Excellent working knowledge of Microsoft Excel
- Knowledge of GDPR 2018 and Data Protection Act 1998
- Experience administering a finance system

Desirable

- Experience working with PS Financials
- Experience working with IMP Planner
- Experience of managing teams and staff
- Experience with income generation strategies
- Experience in bid-writing
- Strong working knowledge of academies

Skills and competencies:

- Strong reporting and analysis skills
- Excellent spreadsheet skills
- Strong ICT skills
- Able to work well within a team
- Able to work under pressure
- Excellent organisational skills
- Able to work accurately and with attention to detail
- Ability to work on own initiative
- Good communication skills, both written and oral
- Willing to develop personal skills through training



- Flexible and adaptable

Equal Opportunities

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.