

Support Staff: Job Description and Person Specification

Position Title	Finance Business Partner
Location	Wardhayes, Okehampton
Reporting to	Trust Finance & Business Manager
Job Term	Permanent
Hours	Full-Time
Grade/Point Range	E16
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	September 2025

On appointment, your main place of work will be at Wardhayes, Okehampton, but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies within Devon as directed by the Employer.

About the role:

- To prepare budgets with team.
- Be responsible for the various school financial records held on PSF.
- To advise Principals, budget holders and the Trustees of financial implications of developments, proposal etc by preparing costing and obtaining estimates.
- To oversee and monitor expenditure against budget and advise the Finance Business Manager of any variation from budget.
- To prepare weekly and monthly pay returns and claims for grants, allowances, travel etc.
- To authorise orders, invoices and payments, and transfers between budgets working within a general framework of recognized procedures and deadlines.
- To monitor school trip analysis communicating with the schools on various needs for the trip
- To supervise the receipt of cash, reconciliation of bank accounts and use of bank accounts.
- Prepare invoices for payment approval.
- To provide advice and guidance within established frameworks.
- To provide support and guidance to our finance apprentices
- To help prepare the internal and external audit information
- To support the year end process
- General finance tasks in line with your role and experience.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating

to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data. You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

Criteria	Essential	Desirable
Professional Qualifications and Learning	Educated to GCSE level or above including a minimum of GCSE grade C or Level 4/5 in Maths and English.	Relevant school finance experience AAT Level 3 or 4 (complete or part complete)
Skills	The ability to communicate effectively. Strong numeracy skills. Excellent IT skills. Must be able to drive. Good literacy skills.	
Personal/Other Relevant Attributes	Able to process data accurately, working with consistently high levels of attention to detail. Ability to work without close supervision using initiative and judgement to solve day-to-day issues.	



	Good interpersonal skills including a professional and approachable style. Able to work in accordance with deadlines and agreed objectives. Work well independently but also as part of a team. Contribute and share ideas within team meetings. Positive, confident, and constructive in approach with high levels of enthusiasm and energy. Considerable personal enthusiasm with a high level of integrity and professionalism.	
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).