

JOB DESCRIPTION

Job Title:	Finance Business Partner
Grade:	10
Salary:	SCP 40 – SCP 44
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Head of Finance - Business Partnering

Statement of Purpose

Responsible to the Head of Finance – Business Partnering, the Financial Business Partner will be responsible for managing the finance function of Shaw Education Trust academies. You will ensure that the Trust operates good financial governance in line with the requirements of the Academies Financial Handbook published by the Education Funding Agency (EFA), the Trusts Financial Scheme of Delegation, internal and external policy and legislation.

Main Duties and Responsibilities

1. Support and assist the Head of Finance – Business Partnering whilst discharging their duties on behalf of Shaw Education Trust.
2. Responsible for ensuring that all Shaw Education Trust academies comply with all relevant laws and regulations and statutory requirements within areas of responsibility.
3. Manage and maintain an effective system of internal control, including monitoring and evaluating the effectiveness and efficiency of the accounting systems and processes in all academies, and ensuring adherence to relevant finance policies and procedures, reporting relevant information to the Head of Finance – Business Partnering.
4. Ensure academy compliance with the Shaw Education Trust Financial Scheme of Delegation.
5. Produce 3 to 5 year budget models identifying performance against key performance indicators and identifying financial risks to the academy to the Principal and Head of Finance – Business Partnering.
6. Responsible for monthly summary financial reports in relation to the academies within agreed timelines. Reports will be prioritised accordingly, identifying performance against key performance indicators and potential action necessary.

7. Responsible for the analysis of all month end accounts, ensuring that academy returns are accurate and providing narrative details to the Head of Finance – Business Partnering in respect of variances and required action.
8. Conduct in depth and comprehensive analysis in relation to all financial data available in the academies ensuring that any trends and/or variances are investigated fully, and all relevant and appropriate investigations and subsequent actions are reported upon and dealt with in line with financial regulations.
9. Conduct regular reviews of academy financial records reporting and ensuring that academy finance staff adhere to the Shaw Education Trust financial controls and procedures covering all aspects of financial processes.
10. Assist in the preparation and production of the balanced consolidated annual budget and submit to the Head of Finance – Business Partnering within agreed timescales.
11. As part of the central finance management team contribute to decisions regarding financial strategy and policy providing the Head of Finance – Business Partnering with recommendations and advice where appropriate.
12. Support with the leadership, mentoring and provision of continuous development of finance staff across the Trust. Assist and liaise with the academy leadership with the setting of performance management targets for staff with financial responsibilities.
13. Ensure that all relevant processes and procedures are adhered to within appropriate timescales e.g. month-end and year-end procedures, providing appropriate support and advice to the academy Principal where required.
14. Responsible for the compliance of financial procedures, including the purchasing of services/goods, and the preparation and monitoring of individual academy budgets, in order that academies remain viable and operate within budget provisions.
15. Responsible for identifying and reporting any related party transactions to the ESFA or other relevant body as necessary.
16. Responsible for ensuring that payroll reconciliations, administration and costs are maintained in line with the required systems and procedures, reporting and advising where necessary to the Head of Finance – Business Partnering/Chief Operating Officer and or highlighting issues to relevant parties.
17. Responsible for the updating of financial records as required and as directed by the Chief Operating Officer or the Head of Finance – Business Partnering.
18. Work collaboratively with members of the Finance, school leadership and SET management teams in order to promote and share business partnering ideas, learnings, experiences and best practice (internal and external)

Support to Trust

(this list is not exhaustive and should reflect the ethos of the Trust)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

PERSON SPECIFICATION

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Solid technical accounting experience with good commercial acumen. • Preparation of budgets and management of the budgeting process • Creation and presentation of robust management accounts • Production of financial statements, including statutory accounts and other returns • Track record of dealing with internal and external audit • Proven experience of working with computerised financial and management information systems • Advanced MS Excel skills • Ability to analyse and interpret complex financial information, assess the implications and identify corrective action. • Ability to lead a team effectively and work constructively as part of a team • Ability to relate well to children and to adults • Good organising, planning and prioritising skills • Methodical with a good attention to detail • Knowledge of PS Financials Accounting System • Experience of working in the education sector 	APP/I
	Qualifications/Training <ul style="list-style-type: none"> • GCSE's in English and Maths (minimum Grade C) • A Diploma in School Business Management (level 5) or equivalent experience or • Educated to CIMA/AAT Diploma (Level 6) • Level 4 Leadership and Management (CMI) 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Knowledge of audit process • Knowledge of the principles which underlie the budget management process 	APP/I

	<ul style="list-style-type: none"> • Working knowledge of VAT, tax, and other legislative matters • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Understanding of the financial framework of Multi Academy Trusts. 	
	<ul style="list-style-type: none"> • Ability to build and sustain relationships with managers and stakeholders across the Trust • Customer focused. • Has a professional and respectful approach which demonstrates support and shows mutual respect. • Demonstrates active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is able to adapt to change and look at new ways of working for improvement. • Demonstrates decisive decision making. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 03/02/2022 HH

NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.