

THE HOWARD PARTNERSHIP TRUST (THPT)

FINANCE BUSINESS PARTNER

Grade	Job Title	Capsule job profile	Competencies & Skills	Qualifications, Training and Development
<p>Total salary package of circa £50k (pro-rata for part time)</p> <p>to include pension, travel expenses and other benefits</p>	<p>Finance Business Partner</p> <p>Up to 36 hours per week/52 weeks per year (flexible)</p>	<p>Reporting to THPT Head of Finance.</p> <p>Reporting to this role: Finance Office Staff in the Partnership.</p> <p>Job purpose: To support the THPT Head of Finance in the strategic leadership for the Finance function across the Partnership. To provide commercial and financial accountancy expertise to deliver management information and ensure financial management and control for schools at operational and strategic level. To ensure Partnership schools are fully prepared for the annual financial year end audit.</p> <p>Duties and responsibilities are to be carried out in accordance with Education Funding Agency financial regulations, academy policies and internal financial procedures across The Howard Partnership Trust (THPT), as well as referencing standard accountancy practice.</p> <p>Key relationships:</p> <p>Heads of School and SLT, Heads of Finance and Business Support leaders</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> To ensure the efficient and effective control of finances, reviewing, developing and recommending systems and procedures as appropriate to deliver integrity in the financial accounting and financial data Deliver expert financial challenge and support to key decision makers to ensure financial management, monitoring and control in line with THPT financial objectives To ensure the provision of timely and relevant financial management information and reporting to key stakeholders. This includes but is not limited to annual budgets, monthly financial management and variance analysis reports To ensure the production, review and monitoring of cash flow projections and reports, maintaining a managed cash position at all times Initiate the financial review and evaluation of new and existing Service Level Agreements and business projects as necessary. Evaluating performance and reporting and presenting outcomes, recommending alternative options as appropriate Lead, manage and develop Partnership and school finance teams to ensure all appropriate THPT and school objectives are being met 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> Proven ability to lead and manage a team essential Workplace Financial and Management Accounting experience essential Knowledgeable regarding accounting procedures and compliance issues Sound knowledge of UKGAAP and International Financial Reporting Standards (IFRS) Excellent interpersonal communication including high level of written and presentation skills Advanced Excel skills and PC literacy Ability to work under pressure and meet deadlines as required Attention to detail essential Strong commercial acumen Highly numeric/strong analytical and problem solving skills Ability to be flexible 	<p>Educated to degree level desirable.</p> <p>Full CCAB qualified accountant essential.</p> <p>Full driving licence required.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> Induction Training On Job Training Familiarisation with THPT policies and practice Support Staff Performance Management Programme Safeguarding Training <p>The successful candidate will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS).</p> <p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.</p>

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		<p>Additional Accountabilities:</p> <ul style="list-style-type: none">• Ensure compliance with THPT policy, EFA regulation, charities legislation and UK GAAP having awareness of the THPT constitution and academy framework• Deliver to deadlines for the annual THPT audit, ensuring relevant information is available as needed and any post audit management report items are addressed and cleared on a timely basis• Oversight of school capital project reports ensuring accordance with EFA reporting requirements• Ensure compliance with VAT regulation and production of VAT reports to support the THPT quarterly VAT return <p>Other Duties</p> <ul style="list-style-type: none">• Provide general financial and administrative support on an ongoing basis to the THPT Head of Finance• Attendance at regular Finance and Resources Governor Committee meetings (usually evenings) at Partnership schools• Support the aims and ethos of THPT, setting a good example in terms of dress, behaviour, punctuality and attendance• Maintain confidentiality in and outside the workplace with particular regard to data on THPT computer systems• Be pro-active in matters relating to health and safety		
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