



Academies Enterprise Trust

Job Description

Job Title:	Finance Analyst
Location:	183 Eversholt Street, London
Hours of work:	37 hours per week, 52 weeks per year
Reports to:	Deputy Director of Finance

Purpose of the Role:

To support the Deputy Director of Finance in the delivery of group strategy through robust planning, and insightful reporting and analysis of performance. Ensure that the trust budgets are prepared in a timely manner and forecasts accurately reflect the state of affairs at present and in the long term. The post holder will be part of a small team and will need to be flexible in their approach to their duties.

Responsibilities:

- Develop and produce performance reporting across educational, operational and financial measures and KPIs, and provide insights which support Executive Board decision-making and delivery of strategy;
- Support a multi-year rolling planning process, underpinned by robust educational, operational and financial assumptions, and including capital planning;
- Manage the annual budgeting and in-year reforecasting processes;
- Undertake adhoc analysis and projects as required, including relating to academies joining and leaving the Trust;
- Working with business functions heads, lead on the identification, implementation and adoption of business intelligence tools that enable effective performance reporting and monitoring;
- Develop and maintain benchmark operating and financial models for different school types that can inform strategies and plans for individual schools;
- Alongside the Deputy Director of Finance, manage the financial planning and budget setting for central school support and other centralised expenditure;
- Prepare strategic reports for presentation to a range of external stakeholders including the Department for Education and the Education & Skills Funding Agency;
- Prepare adhoc reports as required by the Deputy Director of Finance;
- Contribute to the learning and development of the finance team;
- Support the Deputy Director of Finance on agreed tasks relating to the production of year-end accounts.
- To carry out other ad hoc tasks from time to time as directed by the Deputy Director of Finance.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer or Chief Financial Officer.
4. There may be occasions when it will be necessary to cover other Finance roles within the School Support Services.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The post holder may deal with sensitive material and should maintain confidentiality in all Academy/Trust related matters.

PERSON SPECIFICATION

Job Title: Finance Analyst

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Degree • Qualified/part-qualified accountant (ACA, ACCA), similar financial qualification or appropriate relevant finance experience. 	
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Substantial relevant experience in finance • Experience of group and operating level financial planning and analysis, and performance reporting 	<ul style="list-style-type: none"> • Knowledge of the schools sector • Understanding of the broader education sector
Skills	Line management responsibilities	<ul style="list-style-type: none"> • Experience of managing and developing staff 	<ul style="list-style-type: none"> • N/A
	Abilities	<ul style="list-style-type: none"> • A self-starter, who is comfortable working with limited day-to-day supervision • Able to quickly deliver good results by building a network of contacts across an organisation • Ability to think strategically and see the big picture • Experience of working in a multi-location group structure • Ability to work with a high level of accuracy and meet tight deadlines • Financial analysis skills and ability to quickly interpret and draw valuable insights from financial (and non- financial) information, and provide simple and effective communications to inform people at all levels in an organisation • Excellent written and verbal communication skills • Good working IT skills. • High attention to detail, well-organised and methodical • Pro-active and enthusiastic • Flexible team player and ability use own initiative • Resilient and driven, with high expectations of self and others and a commitment to improving standards. 	<ul style="list-style-type: none"> • N/A

Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> • N/A
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