THE TRAFFORD COLLEGE GROUP

**Job Description**

**JOB TITLE:** Finance Business Partner

**REPORTS TO:** Director of Finance

**RESPONSIBLE FOR:** N/A

**AREA:** Finance

**GRADE/SALARY:** Up to £41,5

**OUR VISION**

“Unlocking potential, fostering success”

Through its innovative approach to learning and exceptional engagement with business, The Trafford College Group prepares learners for success in work and life.

**OUR VALUES**

Bold - Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

* Leading Financial Planning for the Trafford College Group
* Tracking operational and financial performance against plan including capital investment
* Developing business cases to drive growth and investment

**KEY AREAS OF RESPONSIBILITY**

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| 1. Drive the development and implementation of priority projects, identify continual improvement opportunities and cost efficiencies. 2. Prepare and deliver financial performance reports and trend analysis to a variety of stakeholders based upon their specific needs and circumstances. 3. Safeguard the achievement of financial performance targets by analysing current and future impact of strategic decisions, risks and opportunities on financial targets and KPI’s established by 3rd parties (e.g. Banks, Local Authority, Education and Skills Funding Agency (ESFA)). 4. Actively manage key stakeholder relationships through the effective and efficient execution of performance/output criteria (e.g. Delivery of monthly and quarterly performance reports to stakeholders). 5. Improve organisational business case preparation and tailoring of resources to achieve optimal strategic effectiveness. 6. Drive the development of all planning, budgeting and forecasting adjustments with the Director of Finance and the Financial Controller to ensure a consistency of understanding and delivery of meaningful financial reports. 7. Implement and embed internal and external bench marking to assist with objective performance assessment. 8. Provide support and reporting for projects and funding initiatives, ensuring that all financial reporting requirements to external bodies are met. 9. Work with Corporation colleagues to deliver agreed finance procedures and processes as well as developing a programme of financial awareness and literacy amongst those with financial and decision-making responsibilities. 10. Develop improved reporting mechanisms for programmes across the Corporation. 11. Provide financial leadership, relevant insight and challenge to colleagues in determining and delivering strategic objectives (e.g. student numbers, programme mix, fee structure). 12. Act as a catalyst in driving forward initiatives critical to delivering the Corporation’s strategy (e.g. system improvement, cost optimisation, etc.). |
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**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification – Finance Business Partner**

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| **Attributes** | **Essential** | **Desirable** |

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| **Values and Behaviours** | | |
| Bold - Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential. | ü |  |
| Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. | ü |  |
| Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind. | ü |  |
| Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals. | ü |  |
| Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work. | ü |  |

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| **Qualifications** | | |
| Degree/Level 4 qualification | ü |  |
| ACA, CIMA or equivalent | ü |  |
| **Relevant Experience** | | |
| Experience in the areas of financial planning, control and reporting | ü |  |
| Experience in the production of timely financial management information; budgetary review and variance analysis | ü |  |
| Ability to simplify financial systems and processes making reporting systems relevant | ü |  |
| Extensive experience of hands-on business partnering within a multi-site organisation. | ü |  |
| Demonstrable analytical and planning skills combined with a commercial perspective. | ü |  |
| Drive to continually improve processes and seek new challenges | ü |  |
| Detailed understanding of recent developments in UK GAAP and FRS | ü |  |
| Ability to translate strategy into practical actions | ü |  |
| Excellent relationship management skills | ü |  |
| Ability to influence and challenge the status quo | ü |  |
| Understanding of financial management in the charity, public and/or voluntary sector |  | ü |
| Experience of the FE sector |  | ü |
| Experience of the wider education sector |  | ü |