



Job Description & Person Specification Finance Business Partner

Job Description	
Job Title:	Finance Business Partner
Pay Grade / Scale / Range:	NJC pay and conditions SCP 31-34 Full time / full year
Benefits & Perks:	NJC annual leave plus Bank Holidays / Occupational pension scheme, occupational sickness scheme, Health cover scheme, TOIL / Flexi scheme
Working hours:	36 hours 40 minutes per week plus additional hours as required to support the organisation or attend training
Location:	Allocated site within the New Bridge MAT.
Special circumstances:	N/A
Staff responsible to:	Chief Finance Officer
Staff responsible for:	N/A but working closely with school based staff
Accountable to:	CEO
Probationary period:	26 weeks

New Bridge MAT

Finance Business Partner

Overall Purpose of the Job

To deliver strategic and operational financial support services to a number of Academies across the Multi-Academy Trust, whilst contributing towards the broader priorities and objectives of the Trust Finance team and wider Trust Support Centre

Supporting the approach to financial reporting across New Bridge Group and to be proactive in developing, planning and monitoring long and short-term financial health.

General Tasks

To support the management of accounting functions, ensuring efficient operation according to agreed procedures and in compliance with financial regulations.

Compliance with statutory requirements, including financial returns, to meet the requirements of the Trustees, the EFA, the Charities Commission, NCTL, HMRC and Companies House.

To work as a proactive team member and share ideas by involving the whole team in all developments and action plans.

To support and provide cover for all team members to ensure continuity of service.

Tasks Specific to the Role

The post-holder will oversee a portfolio of Academies to whom they will provide operational finance support, including:

- Preparation and monitoring of Academy budgets alongside Business Managers and Head Teachers.
- Preparation of monthly budget monitoring reports and scrutinising budget variances.
- Development and review of 3-year budgets linked to school improvement plans, estates and other asset strategies and Trust long term business plans.
- Undertaking monthly budget monitoring and preparation of monthly management accounts and month end reporting including scrutinising budget variances. This will involve processing month end in accordance with Trust procedures.

- Working with staff within the Academies and the Support Centre to ensure efficient processing of financial transactions in accordance with Financial Regulations.
- Providing financial support to Heads ensuring strategic and operational decisions are made based on sound financial data.
- Attendance at Governing Body meetings as required.
- Support in the training and quality assurance of Academy staff as required.
- Support in the back-office support within Academies, considering the most efficient and effective ways of working.
- Support in the identification and sourcing of external funding to support operational objectives.
- Support Academies in joint working and joint procurement opportunities to maximise the effective use of limited resources.
- Supporting the CFO in undertaking financial due diligence checks of new schools joining the Trust. This includes long term/medium term budget planning.
- Internal Audit support. Supporting the Financial Controller in undertaking internal control checks and ensuring compliance with Trust Financial policies and procedures. Ensuring internal controls are functioning and sufficient. Development of internal guidance/manuals to aid Academies understanding of internal processes and resolution of any issues raised by Auditors.
- Promotion of Value for Money (VFM) throughout the Trust. The Trust must be able to demonstrate that public funds have been used as intended by Parliament.
- Perform financial administration tasks in helping to maintain an effective and flexible support centre.
- These duties may be amended from time to time by the line manager in consultation with the post holder.

Other Duties

This job description is not intended to be all-inclusive and the job holder may be asked to perform other related duties commensurate with the grade as appropriate

Equipment, Tools, Physical or Special Requirements

Cross-site travel will be required.

Adoption of professional standards of behaviour and appearance at all times in line with Trust protocols.

Participate in relevant and appropriate training and development as required.

Person Specification	
Selection Criteria	Assessed By
Education, Qualifications & Training	
<ul style="list-style-type: none"> Part Qualified Accountant or equivalent Evidence of relevant personal and professional development. <p>Desirable</p> <ul style="list-style-type: none"> Qualified Accountant 	<p>Interview & Selection Certificates / Checks</p>
Knowledge & Experience	
<p>Be able to demonstrate an understanding and application of:</p> <ul style="list-style-type: none"> Experience in an accountancy/finance Experience in Educational Finance (funding requirements, budget monitoring, sector challenges) Experience in undertaking service and financial planning processes including detailed budget setting Experience in undertaking budget monitoring processes and preparing management accounts Experience maintaining an accounts system and processing day-to-day transactions Experience providing excellent customer service A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel Knowledge of automated accounting systems and/or implementation and enhancement of IT systems to support strategic and financial planning and budgeting. Experience of working and meeting strict deadlines Experience of financial software packages 	<p>Application Form Interview & Selection Certificates / Checks</p>
General Skills and Abilities	
<ul style="list-style-type: none"> Able to use functions, tools and processes needed to manage financial assets and liabilities throughout the organisation Willing to undertake training and continuous professional development in connection with the post. Able to work calmly under pressure and to respond flexibly to changing demands 	<p>Application Form Interview & Selection Certificates / Checks</p>

<ul style="list-style-type: none"> • Good organisational skills and the ability to prioritise • Effective written communications skills • Effective verbal and listening communications skills • Able to maintain strict confidentiality. • A commitment to safeguarding and promoting welfare for all • Work in accordance with the Trust's values and behaviours. • Operate with the highest standards of personal/professional conduct and integrity 	
Leadership & Management / Decision Making	
<ul style="list-style-type: none"> • Anticipate impacts of workload/issues to team deadlines 	Application Form Interview & Selection Certificates / Checks
Work circumstances	
<ul style="list-style-type: none"> • To work flexibly as the workload demands • To travel and work at other sites within the New Bridge MAT as may be required • Occasional out of hours working to support school meetings if required • Full UK Driving Licence and own vehicle 	Application Form Interview & Selection Certificates / Checks

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview