



## **JOB DESCRIPTION**

**Job Title:** Assistant Finance Business Partner (OHCAT)

**Reporting to:** Senior Finance Business Partner

**Line Managing Responsibilities:** None

**Working with:** Finance Business Partner  
Financial Accountant  
Finance Officer  
Finance Assistants

### **Main Responsibilities:**

To support the financial management for the academies and other financial needs as required.

### **Specific Responsibilities for a hub of schools:**

1. Preparation and maintenance of monthly management accounts model including income & expenditure account, balance sheet and cashflow. Full responsibility for monthly accounting entries including accruals, prepayments and deferred income schedules.
2. Review and reconcile the All Borough reports to management accounts on a monthly basis, to identify discrepancies to budget to ensure forecasting is correctly captured.
3. To support Finance Business Partner with budget management of academies, in particular with HR and staffing resources, working together with colleagues, Principals and SBM's to problem solve where there are budget variances. Escalate concerns to Senior Finance Business Partner where there are concerns.
4. Prepare and reconcile monthly cash-flows.
5. Ensure HR database provides accurate financial information to support budget management, identifying discrepancies by monthly reconciliations and preparing salary forecasts.
6. Support SNF process on a weekly basis. Ensuring that all SNF's are cross referenced back to the salary forecast.

7. Assist Finance Business Partner in preparation and maintenance of financial models for budgets, five-year plans and other financial planning information for the academies.
8. To assist Finance Business Partner in identifying academies' risks and support as agreed with Senior Finance Business Partner and Assistant/ Director of Finance.
9. To carry out ad hoc projects as required by Senior Finance Business Partner and Assistant / Director of Finance.
10. To maintain information in a confidential manner, following data protection regulations.
11. To support regular visits to the academies and other sites if required to ensure the smooth running of functions
12. To attend meetings as required to support the finance function with schools
13. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge
14. To carry out all duties in accordance with OHCAT and College policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy