



Job Description

Job Title: Finance Business Partner

Responsible to: Finance Bursar

Responsible for: N/A

Job Summary: Eastbourne College seeks an experienced management accountant to join the finance function of this successful educational charity which comprises two schools - Eastbourne College and St Andrew's Prep. A major focus of the job will be the preparation of trend and other analyses for the Board of Governors.

Key Responsibilities

- Analysis and commentary on current and historic performance.
- Delivering accurate cash and net revenue forecasts of performance and detailed cash variance reports.
- Providing analytical support such as the evaluation of business proposals, margin analysis, variable income projections, variable cost analyses and projections.
- Preparing documentation for banks and other stakeholders, and driving ad hoc projects.
- Continuing the development and monitoring of internal audit processes and financial systems.
- Helping in the production of the statutory accounts including the preparation of the Directors' and Strategic Reports.
- Preparation of the Charity's Risk Analysis.
- Helping in the preparation of the annual Budgets including preparing the analytical commentary.
- Any ad hoc duties as required.

Person Specification

- Good communicator who can work well as part of a team.
- Ability to clearly present financial data to a senior audience using effective verbal and visual techniques.
- Outstanding analytical and modelling skills.
- Strong IT skills with a high level of competence in spreadsheets.
- Ability to build positive business relationships and work collaboratively.
- Ability to simplify and improve inefficient or unnecessarily complex processes.

Qualifications

- Finalist or Passed Finalist - ACCMA, ACA, CIMA

Terms and Conditions

Salary: Circa £40K per annum dependent on experience.

Hours of Work: Full time, all year round.

Pension: After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. Initially the College will contribute 1% of your gross salary and you must also contribute 1% but after one years' continuous service the College will contribute 5% of your gross salary and you can choose whether to contribute also. You may choose to opt out of the pension scheme.

Holiday: Five weeks annual leave, to be taken by agreement with your line manager.

Other Benefits: Free use of College sports facilities
Free tickets to College productions
Annual pay review
Free lunch when Dining Hall open
Life Cover of three times salary after two year's employment

Safeguarding Statement and Equal Opportunities Statement

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Application Process

- Candidates should apply to the Human Resources Department for an application pack by email to hr@eastbourne-college.co.uk or phone 01323 452239;
- Candidates should complete all sections of the application form and return it, along with a covering letter and up-to-date CV, to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY before the deadline for receipt of applications on **Friday 3 March 2018**. Electronic applications should be sent to hr@eastbourne-college.co.uk
- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.