

Newham Community Learning: Finance Business Partner

Job title:	Finance Business Partner
Grade:	PO5
Location:	Trust Offices at Eastlea School
Job description reviewed by:	CEO / CFO
Is a person specification included?	Yes as part of this job description
Date reviewed:	July 2025

JOB DESCRIPTION AND PURPOSE

Grade:PO5

Based at: Trust Office at Eastlea School

Reports to: Financial Controller

Manages: [to be determined by CFO]

Liaison with: other colleagues within Central Services and Schools, external partners including auditors, Trustees, ESFA, local authority

Responsible for: see purpose of job

Budget:

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction

to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

PURPOSE OF JOB

Under the leadership of the Chief Finance Officer, you will be responsible for the effective management of our financial accounting processes. You will undertake your financial duties in accordance with the Trust's policies and procedures, working with Senior Leaders to ensure financial compliance and best practice throughout the Trust.

You will support an effective and robust financial control environment, ensuring compliance with relevant accounting policies, procedures and regulations. Ensure monthly processes within the financial accounting function are accurately and efficiently performed to enable timely financial reporting both internally and externally.

In conjunction with the Financial Controller and Procurement manager, oversee the financial management control for your schools ensuring a high level of integrity in the financial accounts.

Key tasks and accountabilities

In this role, the postholder will carry out the following specific duties:

- Perform monthly balance sheet and control account reconciliations.
- To accurately post income and perform monthly reconciliations of the Trust's central bank account, including supporting academy finance staff to reconcile their transactions.
- Update and manage the prepayments and monthly accruals schedules.
- Prepare the Central Trust transactions including intercompany transactions and recharges.
- Prepare the monthly trial balance, balance sheet and cashflow forecast.
- Update and maintain the fixed asset register.
- Ensure the consistency, accuracy and timeliness of financial transactional processing for your schools.
- Monitor and ensure compliance with financial month / year end procedures and deadlines for your schools.
- Provide support to the CFO and Financial Controller in all aspects of financial accounting issues, statutory reporting, returns and audits.

- Preparation of the financial accounts for the statutory external audit.
- Assist the CFO to manage the audit process, ensuring that the auditors have their information/requests in a timely and effective manner.
- To lead on the preparation and verification of information / data required for the Trust's annual financial returns to the ESFA and DfE.
- Assist the CFO with the completion of returns for submission to other external bodies / agencies, including HMRC and pension regulators.
- Liaise with the Trust's payroll provider to gather payroll-related information to prepare monthly payroll journals and reconcile the payroll.
- Contribute to and support the development of the financial accounting system, PS Financials.
- To maintain the accounting and VAT periods in PS Financials.

Mobility:

You will be required to work at any of the Trust's sites, including all schools and the central office, as directed. The role involves travel between locations, and you are expected to attend any Trust site as required to meet operational needs. Flexibility in relation to location and working arrangements is an essential requirement of the role.

General Duties:

You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.

PERSON SPECIFICATION –

Criteria	Essential	Desirable
Qualifications & Experience		
Recognised accountancy qualification (e.g., ACCA, CIMA, ACA) or working towards qualification	✓ <i>Willingness to work towards such qualifications within an agreed time frame and/or demonstration of the ability to work with appropriate level of expertise may also be considered.</i>	
Experience in financial accounting, including month-end and year-end processes	✓	
Experience in preparing VAT returns and statutory financial reports	✓	
Experience in managing financial controls and compliance	✓	
Experience working within the education or public sector		✓
Knowledge of PS Financials or similar financial management systems		✓
Knowledge & Skills		
Strong understanding of financial accounting principles, regulations, and best practices	✓	
Ability to prepare and analyse financial statements, trial balances, and cash flow forecasts	✓	

Knowledge of VAT regulations, especially within the education sector	✓	
Experience in reconciling balance sheet accounts, bank accounts, and intercompany transactions	✓	
Strong IT skills, particularly in Excel and financial accounting systems	✓	
Ability to manage audits and liaise with external auditors	✓	
Strong problem-solving and analytical skills	✓	
Ability to maintain confidentiality and exercise discretion	✓	

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.

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