

## JOB DESCRIPTION

### Finance Business Partner

Job Title:	Finance Business Partner
Reporting to:	Financial Controller
Salary:	c. £35,000 depending on skills and experience
Location:	Central London office 3-4 days/week, Croydon schools 1-2 days/week
Working pattern:	Full time – 37 hours per week, 52 weeks per year
Start date:	ASAP
Interviews:	Wednesday 22 September 2021

### Purpose of the role

We are looking to recruit a new Finance Business Partner to be a key part of the central finance team, with responsibility for managing all financial processes at two of our Croydon schools – West Thornton Primary School and Forest Academy.

The role will be based 3-4 days a week at the MAT central office near Tower Bridge, London, and 1-2 days a week at the schools. There may be scope to work 1 day a week from home.

The ideal candidate will be hard working, demonstrate a strong interest in the education sector, and have high attention to detail. They should be part-qualified with an accounting qualification, have experience in financial budgeting and reporting, and communicate financial information effectively with leaders and colleagues at all levels.

The role offers 28 days annual leave, membership of the Local Government Pension Scheme, and study support to progress with a recognised accountancy qualification (to be agreed on successful appointment).

### Key responsibilities

#### Financial Management

- Support and guide the Headteachers in their financial management responsibilities
- Provide business support to the Headteachers as and when required, including the financial and contractual arrangements for key suppliers and stakeholders
- Monitor expenditure against budget to avoid overspend, and provide reports to budget holders as required
- Manage the purchase ledger, ensuring value for money and appropriate authorisation for all expenditure in accordance with the Trust Finance policies and Academies Financial Handbook
- Review and authorise supplier orders and payments for the schools and use effective cash management
- Manage the sales ledger and credit control ensuring the schools recover all income and funding due on a timely basis
- Keep up to date with developments in the sector, ensuring the school applies for and received maximum grant funding available

## Financial Reporting

- Ensure that Trust's financial procedures and policies are communicated to all staff and adhered to at all times
- Prepare month end reports on a timely basis, including monthly forecasts, budget commentary, bank reconciliation and balance sheet reviews
- Work with the Headteachers to prepare the annual budget and three-year plan for both schools each year, including detailed staffing plans
- Prepare financial reports as required by Head Teacher and other senior leaders
- Assist the Financial Controller with internal and external audit requirements, ensuring appropriate documentation for all transactions is maintained

## Payroll

- To be responsible for the processing of monthly payroll for the schools, working with outsourced providers to ensure any overtime, sickness absence, and other changes to payroll are processed
- To review the monthly payroll reports for accuracy and ensure they are approved by Heads on a timely basis
- Work with the operations lead on all HR matters that affect financial performance and payroll and deal with any employee queries related to pay and pensions.

## Other

- Supervise the school Finance Assistants with day to day financial and administrative processing for schools, both in person and remotely
- Provide cover for the Operations lead and administrative staff at school as required
- Any other adhoc work that is necessary for the performance of the role

## PERSON SPECIFICATION

### Experience and knowledge

- Part-qualified and studying towards professional accountancy qualification (e.g. ACCA, CIMA)
- Experience in communicating financial information with non-financial leaders and colleagues
- Demonstrates technical accounting skills / knowledge of FRS102 and UK accounting principles
- Experience of using computer based accounting systems
- Experience in preparing, reviewing and monitoring budgets and financial forecasts
- Good understanding of the principles of using public funding and value for money

### Abilities

- Excellent written and verbal communication skills, ability to establish professional credibility quickly with colleagues
- Strong attention to detail and ability to analyse financial information
- Ability to prioritise effectively with multiple ongoing deadlines
- Proactive team player able to work flexibly and across multiple sites
- Provides guidance and advice to grow the knowledge of the wider team and support leadership decision making
- Committed to the Inspire Partnership Academy Trust vision and aims, and the education sector
- Committed to Equality and Diversity
- Committed to own continuing professional development