



## **Job Description**

### **Finance Business Partner**

**Responsible to:** Head of Finance

**Location:** Medway Finance Hub

**Hours:** Full time position

#### **Key Responsibilities**

Supporting the strategic development of each designated academy by working closely with the School leadership to enable effective decision making and achievement of Academy aims.

Providing high quality strategic financial planning to ensure that the Academy/Trust makes best possible use of resources and is able to provide the best outcomes for pupils.

Maintain and monitor the efficient management of the designated academies' budgets.

Maximising income generation and supporting development of grant applications.

#### **Main Duties and Responsibilities**

##### **Financial Management:**

- Work with Senior Leaders to develop a strategic plan for the staff and resources of each designated academy.
- Prepare a five-year financial plan for each of the designated academies and as part of this exercise to prepare the annual budgets which support the financial plan.
- Monitor and maintain up to date budget and forecast figures for each designated academy using the Trust's budgeting software, IMP.
- Meet regularly with the school leadership to discuss monthly management accounts reports.
- Meet with budget holders as necessary to discuss budget spend.
- In conjunction with other leaders support the planning and implementation of capital purchase programmes.

- Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources.
- Prepare financial reports, estimates and completion of financial returns as required
- Ensure the effective operation of financial controls within the designated academies and ensure they receive value for money for all expenditure.
- Meet regularly with key staff in the Central Finance Team to ensure consistency of approach in budgeting and forecasting across all academies.
- Work with key finance staff and the Trust auditors to support the audit requirements for each Academy, ensuring that information is timely and accurate.
- Work with the Head of Finance to oversee and develop financial procedures within the Trust that are in line with the agreed financial practices
- Ensure all staffing requirements are accurately reflected in budgets and forecasts (including monthly reconciliations of payroll prior to payment), providing challenge and support where necessary to ensure best possible outcomes for the Academy.
- Ensure accuracy of management accounts, and that fund types are correctly accounted for.
- To attend the regional Finance and Staffing Committee meetings to report on the current financial position of the designated academies and ensure they are all given the necessary information, both at the meeting and in advance, to discharge their duties effectively.
- Approve Purchase Orders and invoices, ensuring budget holders stay within allocation and meeting with budget holders as necessary to discuss budget spend.
- Authorise paylists, where appropriate authorisation has been received for payment from the delegated authority within each Academy.
- Be an active participant in 'Drive Team' meetings, representing Thinking Financial to ensuring a solution focused, cohesive working relationship is maintained with other Central Services and designated academies.
- Embrace TSATs customer values of being Trusted, Solution Focused, Approachable and Timely to deliver a first class service to all stakeholders.
- Play an active role in ensuring department KPIs are met on a monthly basis and work with the finance team to continuously improve the service we deliver to all stakeholders/customers.

## **HR & Payroll**

- Support the strategic recruitment plan within each Academy ensuring that staffing decisions are factored into the relevant Academy's budget.
- Assist the Senior Team in the development of a staffing structure that meets financial considerations
- Maintain effective communication with the Office Manager in each Academy to ensure

a co-ordinated approach on HR and payroll matters. Liaise with the Trust's in-house payroll and HR team as necessary.

- Ensure all relevant parties are aware of changes to staffing so that relevant paperwork can be checked/updated as necessary

#### **Other**

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of the Thinking Schools Academy Trust;
- Attend and participate in meetings, training and learning activities as required;
- Other duties agreed from time to time by the postholder with the Head of Finance.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person Specification – Finance Business Partner

<b>Knowledge and experience</b>	<b>Essential / Desirable</b>
Sound Knowledge of PS Financials	D
High level of expertise in Excel	D
Experience in working with internal or external auditors	D
Experience in using IMP and in the production of management accounts	D
Experience working in an education setting	D
A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	E
<b>Qualifications and training</b>	<b>Essential / Desirable</b>
Accounting qualification (ACCA/CIMA or equivalent)	D
<b>Personal attributes and skills</b>	<b>Essential / Desirable</b>
Excellent numeracy and analytical skills	E
Excellent communication skills, verbal and written	E
Attention to detail	E
Excellent organisation skills	E
Solution focused approach	E
Able to manage own time, prioritise work and deliver what has been promised to agreed timescales and quality.	E
A positive and constructive team player	E
<b>Additional requirements</b>	<b>Essential / Desirable</b>
Travel to, and work in, academies across the Trust	E