

JOB DESCRIPTION

Senior Finance Business Partner

Job Title:	Senior Finance Business Partner
Report to:	Chief Financial Officer
Salary:	c. £55,000 to £60,000 depending on skills and experience
Location:	Central London office 3-4 days/week, Greenwich schools 1-2 days/week
Working pattern:	Full time and permanent– 37 hours per week, 52 weeks per year
Start date:	ASAP

Purpose of the role

We are looking to recruit a new Senior Finance Business Partner to be a key part of the Central Finance Team, with responsibility to support the Chief Financial Officer (CFO) in ensuring the Trust operates an effective system of financial control. The person will manage all financial processes at the Central Headquarters and our Greenwich schools including Foxfield Primary School, Rockliffe Manor Primary School and Woodhill Primary School.

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 will be scope to work 1-2 days 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 a qualified Accountant, with strong technical knowledge, experience in budgeting and reporting, and the ability to communicate financial information effectively with leaders and colleagues at all levels.

The role offers 28 days' annual leave rising by one day a year to a maximum of 30 and membership of the Local Government Pension Scheme.

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 Trust and use effective cash management.
- Manage the sales ledger and credit control ensuring the Trust 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. Share best practice to maintain and improve financial processes and controls.

Financial Reporting

- Ensure the Trust's financial procedures and policies are communicated to all staff and adhered to at all times. Maintain robust and efficient financial processes to meet the requirements of the Trust.
- Prepare month end reports on a timely basis, including monthly actuals, forecasts, budget commentary, bank and balance sheet control accounts reconciliations for schools and Centre.

- Work with the Headteachers and CFO to prepare the annual budgets and three-years plans for the schools and Centre each year, including detailed staffing plans.
- Prepare financial reports as required by Headteachers and other senior leaders.
- Plan, coordinate and control the year-end process for the preparation of the statutory annual accounts for the Trust.
- Assist the CFO with internal and external audit requirements, ensuring appropriate documentation for all transactions is maintained.
- Assist the CFO with internal and external audit requirements, ensuring appropriate documentation for all transactions is maintained.
- Oversee and maintain the fixed asset register.
- Carry out returns to external bodies including the Education and Skills Funding Agency (ESFA) and HMRC.
- Complete the Trust's VAT returns and manage all aspects of VAT.
- Ensure the Trust's financial obligations in relation to relevant pensions schemes (currently the Teacher's Pension Scheme and the Local Government Pension Scheme) are managed in line with Scheme and regulatory requirements.
- Representing the Trust professionally by liaising with external stakeholders as required in completing key responsibilities.

Payroll

- To be responsible for the processing of monthly payroll for the Centre and 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 and CFO on a timely basis.
- Process the monthly payroll journal and staff recharges for the Trust on the finance system.
- 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.

Treasury management

- To be responsible for the Trust's cash-flow, daily cash balances review ensuring that no overdraft arises and that the Trust does not run into a cash deficit. Monthly update of the long-term cash-flow forecast.
- Management of corporate credit cards for the Trust ensuring that the spend is monitored, statements are reconciled with all transactions entered on the finance system and receipts collated as evidence.
- Monitor government grant income in line with funding schedules. Monthly review of records ensuring accuracy. Calculate holdback, accruals and prepayments for the Trust.

Line Management

- Supervise the school Finance Officer and Financial Accountant based centrally and within regions with day to day financial and administrative processing for schools, both in person and remotely.
- Provide motivation and support ensuring appropriate standards of behaviour, performance and customer care are always demonstrated.
- Undertake annual performance appraisals for staff under direct line management. Ensure that the staff receive appropriate CPD and professional guidance.
- Proactively implement the Trust's policies and procedures
- Provide cover for the Operations lead and administrative staff at school and Finance Business Partner at the Centre as required.

Other

- Administrator for the finance system, IRIS and IMP.
- Assist with preparation of funding bids.
- Manage finance projects as required. Any other ad-hoc work that is necessary for the performance of the role.

Data Protection and safeguarding

- The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures.
- Work within the requirements of data protection regulations at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns.
- Remain vigilant to ensure all students are protected from potential harm.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Adhere to and promote the Trust's ethos and values and set an example of personal integrity and professionalism.

This job description is not an exhaustive list and the company reserves the right to make changes to the role as required to meet business needs. The portfolio and number of schools may change accordingly. The allocation of responsibilities may be amended following discussion with the Headteachers as well as the CFO and should be reviewed annually.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A recognised accountancy qualification (for example ACCA, ACA). • Graduate calibre. 	
Experience and Knowledge	<ul style="list-style-type: none"> • Passionate about the delivery of quality customer service and capable of developing that ethos within the team. • Excellent people manager able to motivate and develop the team to ensure departmental resilience and continuity of service. • Excellent knowledge of effective financial procedures and controls. • Demonstrates technical accounting skills and effective working knowledge of up to date financial legislation and standards. • Experience in control accounts reconciliations. • Experience in preparing, reviewing and monitoring budgets and financial forecasts. • Experience in communicating financial information with non-financial leaders and colleagues. • Experience of using computer-based accounting systems example PSF/IRIS and IMP. • Advanced user of Excel, Word and PowerPoint. 	<ul style="list-style-type: none"> • From a practice background with strong experience in financial control. • Experience of academies finance and education sector. • Experience of managing a wide range of financial tasks. • Experience working with external professional organisations. (auditors, bankers, insurers, funding agencies, local authority etc.). • Experience of supporting senior management by developing effective

	<ul style="list-style-type: none"> • Good understanding of the principles of using public funding and value for money. 	management information and reporting.
Behaviours	<ul style="list-style-type: none"> • Team player, leading, guiding and working towards the aims of the department. • Impartial, non-judgemental and displays high levels of professional integrity. • A pro-active self-starter. • Able to support, guide, challenge and influence their key peer group. • Display a firm but fair, diplomatic approach when advising managers and employees on procedures and budgetary control matters. • Adaptable and dynamic. • Ability to articulate in a confident and persuasive manner. 	
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, ability to establish professional credibility quickly with colleagues. • Proven ability to work in a fast-paced and multi-site environment. • Ability to think strategically and deliver operationally. • Capable of developing systems to provide effective financial control. • Critical attention to detail. • Ability to work collaboratively, supporting other colleagues in order to achieve departmental objectives. • Provides guidance to grow the knowledge of the wider team and support leadership decision making. • Able to prioritise, managing own workload and perform under short-term pressure. • An understanding of the importance of confidentiality and the requirements of data protection regulations. 	
Attributes	<ul style="list-style-type: none"> • Committed to the Inspire Partnership Academy Trust vision and aims. • Committed to Equality and Diversity. • Committed to own continuing professional development. 	