



Job Description

Job Title:		Finance Business Partner			
School/Location:		Central Team			
JE Code:	A5193	Evaluation:	594	Grade:	N9
Date:	December 2022		Status:	Final	
Responsible to:		Head of Business Services			
Responsible for:		Senior Business Support Staff			
Job purpose:		To provide professional financial and business advice and support to leaders across a group of schools and budget centre's.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Strategic and Operational Planning

1. Contribute to the strategic decision-making at school and trust level by attending senior leadership team meetings, trust business leader meetings, and project group meetings. Attend the Local Governing Committee meetings to advise on specific areas.
2. Develop, plan and implement effective strategies for identified school priorities and current initiatives in response to government policies, legislation and the local context.
3. Contribute to the development of trust-wide approaches and solutions to business service issues and ensure the effective implementation at school level of relevant priorities in the trust's strategic and business plans.
4. To ensure that the financial and resource implications of all potential senior leadership decisions are systematically and rigorously examined and the trust/school make the best possible use of resources through effective strategic planning.

Finance

5. Prepare and monitor annual and long-term revenue and capital budgets for schools and other budget centres. Work with senior leaders and budget holders to ensure they have the financial information they require to manage their budgets and produce updated forecasts as required.

6. Monitor and review transactional processes to ensure accuracy and compliance with the trust's financial handbook.
7. Use financial management information to benchmark school performance, assess trends and identify areas for investigation to improve operational performance.
8. Monitor and reconcile income streams. Identify opportunities for maximizing and generating additional income through promoting the school, grant funding, lettings, and fundraising.
9. Responsible for monthly payroll reconciliations, identifying and investigating any variances.
10. Monitor asset acquisitions, use and disposals including the maintenance of an inventory register at relevant locations.
11. Undertake any necessary research and analysis and contribute to the development of trust-wide finance policies and projects.
12. Responsible for providing support and guidance on policy.

Procurement and Contract Management

13. Liaise with Heads of Service around trust-wide procurement activities for school support services.
14. Liaise with suppliers to set-up, negotiate, monitor and terminate contracts, in accordance with the trust's Financial Handbook. Identify any concerns in a timely and pro-active manner.
15. Support and maintain contract registers across each location, facilitating effective management of these contracts and identify opportunities for consolidation/alignment.

Compliance and Risk Management

16. Support school leaders/business partners in developing and maintaining their risk registers. Review the effectiveness of the school's risk assessment framework, identifying any gaps and supporting leaders to ensure robust measures are in place.
17. Ensure a robust compliance and assurance framework is in place to manage all statutory requirements for business service and admin processes working in collaboration with other central services when necessary.
18. Ensure recommendations from internal assurance reviews are carried out in a timely manner and ensure implementation complies with organisational requirements.
19. Act as a champion for the implementation of trust-wide operational systems, and review school specific procedures are effective.

20. Support schools in the completion of statutory returns in accordance with published timescales.
21. Support schools/trading entities in the submission of public liability claims/insurance claims.

Leadership and Management

22. Line manage senior business support staff in collaboration with Trust leaders. Carry out annual based appraisals, identify training needs, approve annual leave/accrued hours/overtime.
23. Provide training and onboarding support to users of core admin and finance systems within your allocated locations.

Trust responsibilities

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meeting.