

## JOB DESCRIPTION

Post title:	Finance Business Partner
Academy:	Laidlaw Schools Trust
Reporting to:	CFO
Salary/Pay range:	NJC PO4 Scale point 35 – 38 (£46,142 - £49,282)
Hours of work:	Full Time, 37 hours per week

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### **Purpose of Job**

To provide support to the CFO in the provision of an efficient and responsive financial service to Laidlaw School Trust.

The role is to work closely with our academies within Laidlaw Schools Trust, creating an active partnership with operations and regional/school leadership teams. The role is to provide real-time support, analysis and be a trusted advisor, adding value and supporting decision making.

The role will be based from the central head office in Newcastle. Travel across the North East is required to support the academies.

### **Main Duties and Responsibilities**

The role will be to support all financial aspects of our academies within Laidlaw Schools Trust including but not limited to:

- Supporting the budget setting and forecasting process
- Preparation of monthly management accounts including detailed variance analysis to budget and forecast, advising on any trends which may have an implication on budgets
- Balance sheet reconciliations
- Presentation of management accounts to Principals and Business Managers on a monthly basis
- Presentation of financial information at local governing board meetings on a termly basis
- Supporting academies to achieve best possible educational outcomes and value for money through curriculum led financial planning and analysis
- Supporting purchasing decisions and ensuring compliance with all Trust policies and public procurement regulations
- Budget management, supporting budget holders and monitoring individual school spending and liaising with Business Managers, Principals and Executive Leadership Team to ensure ongoing awareness and control of budgets
- Ensure internal financials controls are adhered to
- Ensure accurate accounting records are maintained at all times
- Ensuring appropriate security arrangements and authorisation of all credit card transactions
- Support the financial and management accounting functions of the Finance team; being a committed and professional team member
- Work to tight month end deadlines and be prepared to work flexibly in order to achieve team and academy goals
- Produce financial information to Accounting Standards and in line with other regularity bodies
- Ensure the operational workload is effectively managed to ensure finance service standards are adhered to
- Investigate and answer routine queries arising from budget holders, management and other finance colleagues as well as external bodies
- Create, develop and/or maintain complex accounting spreadsheets, as necessary

- Contribute to the continuing development of the finance department to ensure an excellent service to all academies within the Trust
- Assist in the preparation of reports to Local Governing Body including updates to accounting policies
- Assist in the oversight of the payroll function
- Assist in the review and valuation of financial plans and procedures
- To maintain the Trust's fixed asset register
- Assist in the production of annual statutory accounts and other financial returns e.g. VAT Return
- Maintenance and ongoing development of financial systems
- To oversee the effective administration of the ordering of goods and services, processing and payment of invoices
- To oversee the preparation of sales invoices and collection fees in a timely manner in respect to services provided by the Trust
- To undertake training where appropriate to ensure that staff have an appropriate level of financial awareness
- To develop and maintain relationships with staff throughout the Trust
- To comply with any reasonable request from the Principals and Business Managers to undertake work of a similar level not specified in this job description
- Any other duties as may reasonably be requested by the CFO or Trust management.
- The above duties do not define or include all tasks required of the post holder.
- Duties and responsibilities may vary without changing the level of responsibility

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required