

Job Description for the Post of Capital and Fixed Asset Finance Business Partner

Department: Finance

Responsible to: Head of Operational Finance

Working with:

- Head of OHC and OHCAT.
- Senior and Assistant Finance Business Partners,
- Cashflow and Treasury Accountant.
- Facilities Business Partners.
- Head of Facilities and Head of Capital Projects.

Job Purpose:

To ensure all fixed asset spend is recorded for both the College and Academy Trust are reported accurately internally, for management accounts and statutory accounting purposes and externally for compliance requirements.

Key Responsibilities:

Capital Projects

1. To prepare and distribute the capex reports under the supervision of the Head of Financial Operations and to report on of all capital income streams allocated to capital spend.
2. To prepare the annual summary report for inclusion in the paper that is submitted to the Finance Board
3. To collate bids and carry out capital reporting on any major projects report the actuals against budget on a monthly basis and submitting returns to required deadlines. Reconciling the fixed assets register and general ledger.
4. Maintain and oversee records for the annual allocation of all income in relation to capital funding, including Schools Condition Allowance and other capital funding with the Head of Financial Operations.
5. To aid in the preparation of the capital cashflow reporting.
6. To ensure reports highlight risks of capital funding that has been allocated and may not be utilised within specific timelines
7. To ensure capital funding that has been allocated from external bodies has been invoiced, if appropriate, and received via liaison with the accounts payable and business partnering teams. Advise the Cashflow and Treasury Accountant the transfers for projects that have been awarded funding via SCA.
8. To set up new assets (Fixed Asset Register number). Communicating project codes to the relevant finance teams and facility personnel.

Fixed Assets

9. Reconcile regularly that the fixed asset register with IT inventory records held with the Trust and College to ensure that they match with accounting records.
10. Work closely with the Finance Business Partners to ensure all items are correctly capitalised within the month end reporting.
11. To ensure all depreciation is correctly calculated and run on an actual and forecast basis for the entire trust and in line with the financial accounting team. Raising accrual journals for completed projects and deferring capital income for projects that need to start.
12. To work closely with Finance Business Assistant and Facilities/IT particularly around disposals and transfer and loaning of assets and to ensure that they are correctly recorded within both the fixed asset register and the asset system (Parago).
13. To work with internal and external auditors to ensure the assets are correctly capitalised.
14. To produce the year end Fixed Asset schedule along with forecasting depreciation, projects and cash flow.

15. To be aid in compiling and reporting on policies regarding fixed assets and be responsible for rolling out any training and amendments to policies.

General

16. To maintain information in a confidential manner, following data protection regulations.
17. To alert the Head of Financial Operations or Director of Finance to any amendments required to ensure that financial regulations are being adhered to and any financial risks identified and reported effectively.
18. To undertake CPD and update own skills and knowledge.
19. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, safeguarding policies and Health and Safety Policy
20. To carry out other such similar duties that may be reasonably required.

Other Duties

21. Carry out adhoc financial investigations and duties including stocktake and recharges to other organisations.
22. To comply at all times with the requirements of the Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment.
23. Adhere to and contribute to OHC&AT's Equality and Diversity Policy

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Person Specification for the Post of Capital and Fixed Asset Finance Business Partner

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	AAT qualified or equivalent finance qualification	Essential
	Part-qualified ACCA/CIMA or willingness to work towards a professional qualification	Desirable
	Evidence of continued professional development (CPD)	Desirable
Experience	Experience in capital accounting, fixed asset management, or financial reporting	Essential
	Experience preparing financial reports, reconciliations, and month/year-end schedules	Essential
	Experience working with financial systems and asset management systems	Desirable
	Experience supporting internal or external audit processes	Essential
	Experience working within education, public sector, or not-for-profit finance environments	Desirable
Knowledge & Understanding	Strong understanding of capital expenditure processes, fixed asset accounting, depreciation, and accruals	Essential
	Knowledge of financial regulations, compliance requirements, and statutory reporting	Essential
	Understanding of data protection, confidentiality requirements, and financial governance	Essential

	Understanding of equality, diversity, safeguarding, and health and safety responsibilities	Essential
Skills & Abilities	High level of accuracy and attention to detail in financial data entry and reporting	Essential
	Strong analytical skills with the ability to identify variances, risks, and improvements	Essential
	Excellent organisational and time-management skills, able to meet multiple deadlines	Essential
	Proficient IT skills, including advanced Excel	Essential
	Ability to communicate effectively with finance teams, auditors, IT, Facilities, and other stakeholders	Essential
	Ability to learn and adapt to new financial systems or processes	Desirable
Personal Attributes	Proactive, self-motivated, and able to work independently with minimal supervision	Essential
	Professional integrity with a commitment to accuracy, confidentiality, and compliance	Essential
	Collaborative team player with a positive and solutions-focused attitude	Essential
	Commitment to ongoing professional development and continuous improvement	Essential
	Flexible and adaptable in response to changing organisational needs	Desirable

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.