

Job Description for the Post of Cashflow and Treasury Business Partner

Job Purpose:

We are looking for a proactive and detail-oriented **Cashflow and Treasury Business Partner** to join our Finance team within the education sector. This role will be responsible for ensuring the organisation maintains strong liquidity and robust treasury practices to support long-term financial sustainability. The successful candidate will oversee cashflow forecasting including capital spend, monitor treasury activities, and provide financial insight that supports strategic planning and operational delivery.

Key Responsibilities:

- Develop, maintain, and improve rolling cashflow forecasts to support financial planning and decision-making.
- Manage daily cash flow and liquidity to ensure optimal financial positioning.
- Monitor bank balances, debt facilities, and investment accounts to maximise efficiency and return.
- Identify, assess, and report on financial risks, implementing mitigation strategies where appropriate.
- Prepare and present treasury and cashflow reports for senior management, Board members, and external stakeholders.
- Ensure compliance with treasury policies, internal controls, and external regulatory requirements.
- Support reconciliations, audits, and year-end processes relating to treasury operations.
- Collaborate with banks, lenders, and financial institutions to maintain strong working relationships.
- Lead process improvements within cashflow and treasury management, adopting best practice and new technology.
- Partner with finance colleagues and non-financial managers to improve awareness of cash management principles across the organisation.

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 Cashflow Forecast and Treasury 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	Recognised professional qualification (AAT or Part-Qualified ACA, ACCA, CIMA, ACT) or equivalent experience	Essential
	Degree in finance, accounting, business, or related field	Desirable
	Evidence of continuous professional development in finance, treasury, or risk management	Desirable
	Treasury-specific qualification	Desirable
Experience	Demonstrated experience in cashflow forecasting and treasury management	Essential
	Experience producing financial analysis, reports, and dashboards for senior leadership	Essential

	Experience improving financial processes, internal controls, or reporting frameworks	Essential
	Ability to manage multiple priorities in a complex organisation	Essential
	Experience working within a multi-site or multi-entity organisation	Desirable
	Experience within the education, not-for-profit, or public sector environment	Desirable
	Experience using financial accounting systems or treasury management tools	Desirable
Knowledge & Understanding	Strong analytical skills with ability to interpret financial data and present clear insights	Essential
	Understanding of cashflow forecasting principles, liquidity planning, and treasury controls	Essential
	Understanding of sector-specific funding models and regulatory frameworks	Desirable
	Understanding of risk management approaches, financial governance, and internal control frameworks	Essential
	Knowledge of international transactions and foreign exchange exposure management	Desirable
Skills & Abilities	Strong communication skills with the ability to influence and engage non-financial stakeholders	Essential
	Excellent organisational skills with high attention to detail and accuracy	Essential
	IT proficiency, including advanced Excel and experience with finance/treasury systems	Essential
	Ability to develop and maintain accurate cashflow models, dashboards, and forecasting tools	Essential
	Ability to work independently, manage competing deadlines, and deliver high-quality outputs	Essential
	Ability to present complex information in accessible and visual formats for senior audiences	Essential
	Ability to use business intelligence or reporting tools	Desirable
Personal Attributes	Integrity, reliability, and commitment to robust financial controls and stewardship	Essential
	Proactive, analytical mindset with a continuous-improvement approach	Essential
	Calm, professional, and solutions-focused when working under pressure	Essential
	Strong team player with a collaborative approach and willingness to support colleagues across the Trust	Essential
	Commitment to OHCAT values, including inclusivity and supporting learners with SEND	Essential
	Adaptable and flexible, with a positive approach to change in a dynamic environment	Essential

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.