

## Job Description

<b>Title of post</b>	<b>Finance Business Partner</b>
<b>Salary</b>	<b>Grade M – SCP36-40 (£47,181 - £51,356 FTE)</b>
<b>Hours of work</b>	37 Hours per week, all year round <i>(there may be flexibility on this for the right candidate)</i>
<b>Line manager and responsible for reviews</b>	Chief Operating Officer (COO) & Chief Finance Officer (CFO)

### Purpose of the Post

Northern Star Academies Trust seeks an exceptional Finance Business Partner to provide strategic financial leadership across the Trust. Reporting to the Chief Operating Officer (COO) and Chief Finance Officer (CFO), the postholder will drive Integrated Curriculum Led Financial Planning (ICFP), manage the Trust-wide budgeting system, and deliver financial modelling, procurement and transformation work with Headteachers and the Executive to secure demonstrable value for money and long-term sustainability.

### Main duties and responsibilities

- Support the CFO, Trust leaders and Hub Business Leaders to manage Trust finances in line with DfE financial regulations.
- Develop and supervise the implementation of internal budgeting, monitoring and reporting systems.
- Responsible for preparing budgeting and forecasting reports
- Work alongside the CFO and Hub Business Leaders in the preparation of annual school budgets, generating an overall Trust budget for approval by Trustees.
- Support the monitoring of school budgets, investigate variances and recommending corrective actions.
- Ensure schools operate within approved budgets and financial policies.
- Responsible for ensuring consistency and accuracy across the budgeting system (IMP) including inputting and monitoring underlying assumptions.
- Maintain the IMP budgeting system including the completion of payroll reconciliations and the resolution of any issues identified.
- Actively promote the use of ICFP across all schools and maintain the ICFP data on the budget software.
- Work alongside senior finance colleagues to deliver timely month-end reporting.
- Provide timely, accurate reports and briefing materials for the Trust Finance Committee and Trust Board so Trustees can discharge their duties for financial governance and oversight.
- Support headteachers to interpret the ICFP reports to improve the efficiency of staffing structures.
- Translate financial data into clear, actionable insights for non-financial leaders.
- Analyse supplier performance and contract arrangements to identify efficiencies and service improvements
- Develop financial modelling for Trust initiatives including school improvement, growth and structural change.

- Provide training sessions to relevant stakeholders and school-based staff on budget monitoring, financial control and best practice.
- Work to support the Chief Operating Officer (COO) and Hub Business Leaders with procurement initiatives, ensure compliance and maximise value for money.
- Promote procurement best practice across the Trust.
- Present financial models to the Executive Team to support decisions on staffing, curriculum and capital investment.
- Project management as required e.g. to support financial modelling for growth projects.
- Take responsibility for producing and analysing accurate data to provide high quality financial advice and guidance to the Executive Team, Headteachers and Hub Business Leaders across the Trust.
- Assist the CFO and finance colleagues with audit planning, evidence collation, and responses to auditors to ensure timely, compliant audit completion.
- Networking with other finance professionals working in the education sector to ensure the Trust is up to date with key developments and opportunities.

The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

### Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

### Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*