



JOB DESCRIPTION

Job Title:	Finance Business Partner – Orchard Hill College Academy Trust
Reporting to:	Regional Finance Business Partner
Line Managing Responsibilities:	Assistant Finance Business Partners Finance Officers
Working with:	Director of Finance Head of Business Partners Principals School Business Partners Finance Operations Teams

Main Responsibilities:

To oversee the financial management for the Academies and support other Orchard Hill College & Academy Trust “family” financial management needs as required.

Specific Responsibilities:

1. Lead and manage a team of Assistant Finance Business Partners and Finance Officers, including performance management, development, succession planning, sickness monitoring, etc.
2. Lead the preparation of monthly management accounts pack (including income & expenditure, and balance sheet) to regular deadlines; specific duties will include: approve monthly journals, reconciliation of balance sheet accounts, income analysis and inter-company recharges.
3. To actively collaborate with the wider finance team to maintain and champion the integrity of financial information, specifically purchase ledger for supplier invoices, commitments, expenses and petty cash; procurement for contracts; and assets accountant for capital expenditure and maintaining fixed assets.
4. To support and enable budget holders with budget management, exercising considerable judgement, in particular with Principals, School Business Managers HR and staffing resources, to problem solve where

there are budget variances with the relevant manager. To escalate serious concerns to Regional Finance Business Partners.

5. Collaborate with the business to help ensure the HR database provides accurate financial information to support budget management.
6. Develop robust agency monitoring models.
7. Undertake complex modelling of income analysis from multiple FE streams to ensure compliance with funding body and local authority contracts and develop and propose pricing model improvements.
8. Reconcile actual monthly salary costs by centre, investigate and explain variances to budget, highlighting areas of concern to Regional Finance Business Partner.
9. Ensure timely issuing of all income invoices and the monitoring of payments.
10. Preparation, maintenance and delivery of financial models for budgets, five-year plans and other financial planning information for the academies as directed by Regional Finance Business Partner.
11. Contribute to and monitor Trust risk register and as directed by Regional Finance Business Partner.
12. To carry out ad-hoc projects as required by Head of Finance Business Partners
13. To maintain information in a confidential manner, following data protection regulations.
14. To make regular visits to Academies and other sites as needed to ensure the smooth running of the team and functions.
15. To work collaboratively with all services departments, particularly with the sales, purchase and procurement teams within Finance.
16. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
17. To carry out all duties in accordance with OHCAT and College policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.
18. To carry out other such similar duties that may be reasonably required by the Regional Finance Business Partner, Head of Finance Business Partnering or Director of Finance.