

Role	Grade	Reports to
Finance Business Partner	9	Head of Finance

Main purpose of the job:

The Finance Business Partner (FBP) will provide oversight and day to day support on all school based financial matters, both at a strategic and operational level. They will be a member of the central Trust Finance team, providing a key link between the Trust central team and the schools.

The postholder will provide a full Finance Business Partner service to the designated schools, acting as the lead for all financial advice and support. They will have responsibility for the production of all financial information for the school, including monthly management accounts, the annual budget and longer-term forecasting. The FBP is also responsible for ensuring schools are complying with Trust financial procedures at an operational level.

Key relationships:

The postholder will be part of the central trust team, working closely with the Head of Finance, Deputy Head of Finance, Chief Operating Officer, Executive Headteachers and Headteachers.

Main accountabilities:

Financial accounting

- Production of the monthly management accounts in line with the Trust reporting timetable, including a YTD I&E against budget, Balance Sheet, capital review and variance narrative
- Ensuring that all month end adjustments such as prepayments and accruals are recorded accurately and posted on a timely basis
- Reviewing the monthly management accounts to identify and address any areas of over / underspend, in partnership with Headteachers and Executive Headteachers
- Monitoring spend on capital projects, ensuring all relevant costs have been capitalised and budgets are closely monitored
- Presenting the monthly management accounts to the Local Governing Board and keeping them updated on all other relevant financial matters
- Re-forecasting the annual budget each month to ensure that changes to income and expenditure are captured appropriately and any amendments are approved in line with the Scheme of Financial Delegation
- Managing the annual budget setting and 3-year forecasting process for the designated schools, ensuring assumptions are sound, prudent and in line with Trust guidelines
- Working closely with Headteachers to ensure strategic short, medium and long term financial plans are delivered, and that budgets closely link with the schools strategic planning process
- Provision of information as required by the Head of Finance to support the completion of ESFA financial returns
- Review and approval of invoices and Purchase Orders on PSF
- Supporting the Procurement Consultant with procurement activity for the designated schools as required, such as tender processes and obtaining quotations
- Reviewing and approving amendments to payroll and the monthly payroll reconciliation for the designated schools

- Review of cost centre budgets on a monthly basis, monitoring under / overspend and taking appropriate action
- Ensuring the staffing budget is kept up to date, and that amendments to payroll are appropriately reflected on HCSS
- Ensuring records of school based activities are appropriate and reviewed regularly, for example the petty cash reconciliation and recording of pupil payments, to ensure accurate records are kept
- Supporting with the preparation of year end working papers for the external audit and accounts
- Supporting with internal audits as required

General

- Providing proactive and sound financial advice to school leaders and governors, and ensuring financial training and development needs are identified and appropriate training delivered
- Working closely with the central transactional team to ensure all financial activity for the designated schools is processed on a timely and accurate basis
- Ensuring all activities are carried out in line with the Trust's Scheme of Financial Delegation and ESFA's Academies Financial Handbook
- Keeping abreast of funding, legislative and other changes in the Educational environment and ensuring the Headteachers and Local Governing Board remain fully informed
- Providing support to the Head of Finance, Deputy Head of Finance and Chief Operating Officer as required

People management

- The post does not have line management responsibilities, but the FBP will have oversight of school based staff carrying out finance duties and will be responsible for ensuring these activities are carried out in line with the Trust's Scheme of Financial Delegation. These activities will include:
 - Responsibility for safekeeping of Academy cash, arranging regular banking of amounts held in the safe to ensure insurable limits are not exceeded
 - Processing petty cash payments and carrying out a weekly reconciliation
 - Collection and recording of cash for trips, dinner money and any other activities
 - Management of the school procurement card, placing orders in line with the Trust Scheme of Financial Delegation

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues

- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will 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.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Part qualified accountant (ACCA/ACA/CIMA/CIPFA) – or fully qualified AAT	Desirable	Application
Knowledge and Experience		
Extensive experience working in financial management	Essential	Application, Interview
Demonstrable expertise in the completion of financial reports	Essential	Application, Task
Excellent working knowledge of core accounting concepts with the ability to explain to colleagues	Essential	Application, Interview
Ability to complete core transactional work alongside strategic level responsibilities	Essential	Application, Task, Interview
Experience of audit functions, either in the position of client or auditor	Desirable	Application
Experience of budget management and monitoring	Essential	Application, Task
Experience of using the PSF accounting system	Essential	Application, Interview
Experience of completing ESFA returns	Desirable	Application
Experience of completing procurement exercises and ensuring best value for money	Desirable	Application, Interview
Experience in managing financial risks	Essential	Application, Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
Takes responsibility for producing accurate results, working with diligence, focus and pace	Essential	Task

Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities	Essential	Interview
Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.