**Finance & HR Business Partner**

**Job Profile**



**JOB DESCRIPTION – Admin Officer**

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| Job Purpose | To provide Finance, HR and payroll support to 3 schools within the Trust, assisting with all aspects of development and effective operation of financial, payroll and HR systems and procedures including budget setting and monitoring. |
| Location: | The post holder is expected to visit each school weekly with some flexibility/hybrid working for the rest of the week. |
| Reporting to: | Trust Central team, Headteacher, |
| Responsible for – Staff | N/A |
| Liaising with: | All of the above |
| Disclosure Level: | Enhanced |
| Grade of post: | SCP 24 to 28 |

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| **Job Outline** |
| **Finance**   * Support the (Chief Finance Officer) CFO in monitoring all budgets and the productions of regular comprehensive management reports to ensure efficient and effective control of income and expenditure complying with Trust’s financial regulations and public procurement regulations at all times; * Drafting and monitoring the school budget, setting up financial controls and reporting on performance to ensure best value for money is achieved, maintaining accounts and financial reporting to the headteacher and governors. * Provide ongoing budgetary information for SLT, budget holders, governors and the Trust. Support the CFO in the preparation and implementation of financial forecasts, business plans, reports and returns, etc., to ensure the strategic development of the Academy, and long term sustainability of the budget; * Oversee the spending of the budget to ensure value for money and the financial requirements of the Trust's scheme of delegation is implemented * Update, monitor and maintain the Academy’s financial procedures and standing orders, ensuring staff comply with them and that they are compliant with the Trust’s own policies and procedures, advising the CFO of any potential breaches or non- compliance across the Academy; * Ensure all suppliers are paid on a timely basis * To oversee the collection, receipt and banking of the academy income and ensure that the accounts are reconciled on a monthly basis * Oversee cash management systems, ensuring that internal controls covering the handling of cash are robust; * Manage the lettings and ensure letting income maximised * To liaise with premises insurance regarding any claims and ensure that quotations for damage are obtained * Research opportunities to bid for additional funds and support the academy in preparing the bids as well as assisting with income generation activities. * To maintain inventories and asset management. * Accountable for the preparation of appraisals for particular projects and developing/managing long-term initiatives for the academy. * Accountable for the monitoring, management and tendering of all service contracts with a view to achieve cost effectiveness; and ensuring that the academy maximises its potential. * Monitor and control capital expenditure on buildings, grounds and ICT; supporting the placing of contracts, and appointment and project management of contractors.   **HR and Payroll**   * Providing timely and accurate HR information to the Headteacher, Trust HR Manager and Governors as appropriate to enable them to fulfil their responsibilities. * To be the first port of call for queries and advice on HR matters, policies, terms and conditions, ensuring good practice and compliance in line with policy and legislation. * Ensuring Trust HR policies and procedures are being followed at academy level. * Completing all recruitment admin including advert and pre-employment checks. * Ensuring the induction (probation) process for new colleagues is effective. * Ensure contractual and payroll information is produced and accurately maintained including offer letters and change of contracts. * Attendance and absence monitoring - keeping absence records and monitoring against absence indicators, maintaining contact with colleagues on long term sick and arranging home visits, OH referrals, phased returns. * Where required, assisting with employee case management * Conducting Exit Interviews. * Managing the payroll function and hence provide an efficient and effective payroll service which is locally managed in order to meet the needs of the Academies; * Ensure all payroll deadlines met and reconciled on a monthly basis * Ensure that all internal and external returns are made on time. * Undertake, with complete discretion and in confidence, tasks as directed which may be if a sensitive and confidential nature as required by Senior Staff; |

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| **Other Specific Duties** |
| * To carry out the duties in the most effective, efficient and economic manner available. * To work within the vision and values of the Trust.t * To sign and uphold the Trust’s Staff code of Conduct * To undertake Health and Safety Training on areas within the designated work area. * To undertake Safeguarding Training as per the Trust’s training cycle. * Take a shared responsibility for your own continuing professional development by participating   in a range of appropriate professional development opportunities.   * To participate in the staff performance management process in accordance with the Trust’s   policy and be responsible for self-motivation towards agreed targets.   * To continue personal and professional development in the relevant area * To be professional, cooperative and flexible in line with business needs of the Trust; |

*The job description encompasses the above statements, but the post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post.*

**Person Specification / Selection Criteria**

**Administration Assistant**

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| **A. A .Experience** | **Essential** | **Desirable** | **Source**  A = Application  I = Interview  R = References  T = Task/Observation  P = Presentation |
| Experience of using a range of computer packages i.e Word, Powerpoint, Excel | E |  | A, I, T |
| Experience of MAT or group accounting |  | D | A,I |
| Experience of Integrated accounting software procedures | E |  | A,I |
| Experience of undertaking financial procedures | E |  | A,I,T |
| Experience of operating within an education or service sector role. | E |  | A |

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| **B. Training, Skills and Qualifications** | **Essential** | **Desirable** | **Source** |
| Appropriate Professional Qualification (AAT, ACCA, CIMA) or working towards | E |  | A |
| GCSE English and Mathematics, grade C or above, or equivalent | E |  | A |
| Excellent numerical skills | E |  | A, I, T |
| Willingness to undertake further relevant training as required | E |  | I |

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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| **C. Knowledge and Understanding** | **Essential** | **Desirable** | **Source** |
| Up to date knowledge of financial standards and legislation | E |  | A, I, T |
| An understanding of teachers’ and support staff terms & conditions. |  | D | A, I, |
| Up-to-date awareness of HR matters |  | D | A, I |

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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| **D. Personal Skills, Abilities and Competencies** | **Essential** | **Desirable** | **Source** |
| An innovative approach and high energy levels | E |  | A, I |
| Enthusiastic and action oriented | E |  | A, I |
| Commitment to team and strong team player | E |  | A, I |
| Strong commercial acumen and strategic thinking ability |  |  | A, I |
| Ability to use initiative to respond to and resolve problems | E |  | A, I |
| Able to manage conflicting priorities and changing requirements | E |  | A, I |
| Proven track record of building strong personal relationships and credibility at senior level across all internal functions | E |  | A, I |
| Ability to use initiative to respond to and resolve problems | E |  | A, I |
| Ability to organise self, prioritise and communicate with others in team | E |  | A, I |
| Willingness to be flexible and adaptable as determined by the needs of the school/Trust | E |  | I |
| To show commitment to sustain excellent attendance at work | E |  | I,R |
| Ability to work additional hours where required |  | D | I |

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| **E. Legal Issues** | **Essential** | **Desirable** | **Source** |
| Legally entitled to work in the UK | E |  | A, I |

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