



<b>Job Title:</b>	Finance Support Partner	<b>Band:</b>	Grade 8
<b>Report to:</b>	Strategic Finance Partner	<b>Salary:</b>	SCP 28-33
<b>Location:</b>	Hybrid Remote	<b>Department:</b>	Finance

## Job Purpose

The Finance Support Partner (FSP) is responsible to the Strategic Finance Partner (SFP) and responsible for the production of schools financial and statistical reporting. They will also be responsible for supporting schools with the identification and management of financial risk.

Working with the schools, they will ensure that the Trust operates good financial governance in line with the requirements of the Academies Financial Handbook published by the Education Funding Agency (EFA), the Trusts Financial Scheme of Delegation.

## Key Responsibilities

- Supporting the Strategic Finance Partners to discharge their responsibilities
- Ensure that the Shaw Education Trust (including its constituent academies) comply with all relevant laws and regulations and statutory requirements within areas of responsibility.
- Ensure data inputted into finance systems is accurate and compliant.
- Produce 3 to 5 year budget models identifying performance against key performance indicators and identifying financial risks to the academy to the Strategic Finance Partner.
- Be responsible for ensuring that payroll reconciliations, administration and costs are maintained in line with the required systems and procedures, reporting and advising where necessary to the Strategic Finance Partner and or highlighting issues to relevant parties.
- Be responsible for the production and analysis of month end forecasts, ensuring that academy returns are accurate and providing narrative details to the Strategic Finance Partner in respect of variances and required action.
- Provide reports in accordance with Trust timelines to the Strategic Finance Partners on areas such as (but not limited to):
  - Monthly management accounts for the school
  - Performance against financial KPIs
  - Internal Curriculum Financial Planning
  - Financial Resource Management
  - Benchmarking
  - Compliance with Financial Internal Controls
  - Risk management
- Obtain, analyse and evaluate accounting documentation, previous reports, data, etc. in order to ensure effective internal controls and compliance by the Trusts academies.
- Be responsible for, the entry of financial transactions (orders, invoices etc) for the school, where required.
- Identify training needs within schools and provide training and support for those with financial responsibilities both in the schools and as directed by the Strategic Finance Partner.
- Support with the identification of related party transactions and non-compliance and report to the Strategic Finance Partner
- Provide support on day-to-day finance tasks, policy and procedure.
- Undertake other duties as required that are consistent with the role and responsibility of this post.

## Behavioural Competencies

- **Broad Minded Thinker**  
Evaluates the commercial and financial implications of decisions, considering the wider People and operational context. Shows evidence of clear analytical thinking. Evaluates the full implications of actions on other parts of the business. Thinks outside of the 'functional silo'. Stays up to date with customer trends, identifying opportunities and threats at an early stage.
- **Honesty and Transparency**  
Asks for feedback from the Organisation on how to improve. Meets the needs of internal customers, by supporting and engaging when required. Takes personal responsibility for correcting problems and demonstrates good recovery from complaints. Gives open and honest feedback at all levels even when it's difficult. Meets and exceeds internal customer expectations. Is open honest and Transparent even when things go wrong.
- **Innovative & Adaptive**  
Challenges people to find ways of improving what is done. Asking those critical questions to challenge, 'How we do things. Encourages and supports the development of new processes and procedures. Works productively in a high-pressure environment. Welcomes change in a positive light, supporting their teams to embrace new ways of working.
- **Leading & Collaborating**  
Initiates action and provides others with clear direction. Challenges inappropriate or ineffective behaviour. Works with subject experts to get the best possible solution.  
Takes responsibility for actions. Is self-confident and is seen as credible and a go-to person by others. Welcomes new ideas and ensures everyone has a voice.
- **Developing Performance**  
Keeps own knowledge and skills up to date practicing continuing professional development. Delivers results through teams and people. Actively seeks to stretch capability and scope of responsibilities. Challenges and sets, 'Stretching' goals for their team, providing feedback on performance and behaviours. Addressing underperformance at the first opportunity.
- **Communicating**  
Is sensitive to non-verbal cues, to other people's feelings and emotions, and responds with sensitivity. Communicates openly and freely with colleagues and teams to ensure that they can see the big picture. Successfully persuades and influences others. Presents information in a way that engages and motivates the audience. Is self-aware and changes style to suit the relevant audience.

## Qualifications and Experience

- **Essential Qualifications**

Level 2 qualification in English and Maths

Level 3 qualification in a relevant subject such as accountancy, finance or business

- **Desirable Qualifications**

Level 5 qualification or higher in a relevant subject (or equivalent experience)

- **Essential Knowledge**

Financial processes

The audit process

Principals of budget management

- **Desirable Knowledge**

Financial processes in academies (or other educational establishments)

Academies Handbook

VAT, tax and other legislative matters

Academy (or other educational establishment) funding and grants

- **Essential Experience**

Customer service

Accounting and financial processing

Preparation and management of budgets

Financial management information systems

- **Desirable Experience**

Creation and presentation of management accounts

Production of financial statements and returns

Liaising with internal and external auditors

Analysis of complex financial information

JC 09/04/24