



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Finance Support Partner
Grade:	8
SCP:	SCP 28– SCP 33
Conditions of Service:	Support Staff Contract
Responsible to:	Strategic Finance Partner

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

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- 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.
- 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.
- 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

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- Professional Finance Qualification
- Degree in Finance or Accounting: A bachelor's degree in accounting, finance, or a related discipline would be a standard requirement.
- Experience or certification in public sector or educational finance (such as CIPFA – Chartered Institute of Public Finance and Accountancy) could be highly relevant, as the role involves school trusts and academies.

Experience / Knowledge / Skills

- Financial processes in academies (or other educational establishments)
- Accounting and financial processing
- Preparation and management of budgets
- Financial management information systems
- Financial processes including audit process
- Principals of budget management
- VAT, tax and other legislative matters
- Academy (or other educational establishment) funding and grants

Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. 	<ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. 	<ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well.
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. 	<ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. 	<ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees.

<ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 		
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Motivate and inspire

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. 	<ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. 	<ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare.

Reflection

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. 	<ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. 	<ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.

Secure accountability by giving tools to succeed by...

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. 	<ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. 	<ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC 09.04.2024

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.