

Job Description for the Post of Head of Finance Business Partnering, Orchard Hill College & Academy Trust

Salary: Leadership Scale (L24-L28)

Reporting to: Assistant Director of Finance

Line Managing Responsibilities: Senior Finance Business Partners-OHCAT

Working with: Head of OHC, Assistant Finance Director - Finance, Senior Finance Officers, Principals and SBMs

Job Purpose:

To support the financial management for the academies and support other Orchard Hill College Academy Trust "family" financial management needs as required.

Specific Responsibilities:

- Deputise for the Assistant Director of Finance when required.
- Responsible for a portfolio of schools that show high risk
- Lead a team of academy Senior Finance Business Partners, reviewing management accounts for all schools on a monthly basis.
- To line manage staff and to include all duties required to induct, recruit, continuously develop, support and manage them effectively.
- Actively collaborate with the wider Finance Teams to improve ways of working and efficiency.
- To establish challenge and review bench-marking tools to compare OHCAT academies with others in the trust and also within the wider academy sector.
- Lead on continuous improvement on Debtors reporting.
- Ensure completion consolidated budget for the academic year to include I&E, balance sheet, cashflow statements, commentary and dashboards for presentation to Risk and Review meetings.
- Review balance sheet reconciliations and bring any concerns to the attention of the Assistant Director of Finance.
- To make visits to the academies and other sites as needed to ensure the smooth running of the team and functions.
- To co-ordinate budget panel requests to be submitted to ELST and advise the Director of Finance prior to the meeting. To update academies of outcomes.
- To assist in treasury management, working with the finance business partners to identify level of short-terms funds available to place on deposit across all hub bank accounts.
- To manage and oversee the Agency Flash report and investigate and resolve with the finance business partners and schools any variances.
- To assist Finance Accounting in ensuring the Financial Regulations manual is updated regularly, is being adhered to and any financial risks identified and reported effectively to the Assistant Director of Finance.
- In the absence of the finance business partner, to meet with LGB Finance Portfolio holders termly to share financial health position and to attend LGB meetings to present finance papers.
- To run appropriate training sessions to finance teams and Office Managers across the Family as appropriate.
- Ensure the reconciliation of key accounts on a monthly basis and update any discrepancies.
- Ensure HR database provides accurate financial information to support budget management through monthly reconciliations.
- For each academy or unit, manage academy's risks and support as agreed with Assistant Director of Finance or Executive Senior Leadership Team.
- To deliver guidance and training on specific finance matters to managers and staff in the academies/College, as required to include participation and delivery at Schools Business Manager forums.

General duties

- To carry out ad hoc projects as required by Executive Senior Leadership Team.
- To maintain information in a confidential manner, following data protection regulations and internal guidelines on confidentiality.

- To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Child Protection and Safeguarding policies and Health and Safety Policy.

Student Facing Duties:

- During your regular visits to school and/or college sites, it may be that you are expected to assist with student facing duties, for example during an emergency when other staff are called away. Such duties might include, but are not limited to:
 - Supervising students, both children and adults, whilst they wait for other staff/their parents or carers to return.
 - Leading students, both children and adults, to evacuation points during a fire drill or an emergency.
 - Helping to search for students, both children and adults, who have absconded or become lost outside of the premises.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Head of Finance Business Partnering, Orchard Hill College & Academy Trust

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	Qualified CCAB qualifications (Part-qualified or AAT Qualified will be considered) or Qualifications in accounting equivalent to the above.	Essential
Abilities, Skills & Knowledge	Demonstrate excellent decision-making skills.	Essential
	Ability to build strong and effective relationships with internal and external stakeholders.	Essential
	Able to build capability in own team and senior stakeholders in the Trust.	Essential
	Demonstrate significant accounting experience, including financial management and control.	Essential
	Good understanding of working within the education sector.	Essential
	Experience of managing a team	Essential
	Experience of communicating with senior post holders	Essential
	Proficient in Excel and other Microsoft packages.	Essential
	Use of Resource financial package or similar.	Essential
	Clear understanding of accounting tasks.	Essential

	Ability to carry out financial monitoring and budget setting.	Essential
	Excellent organisational skills.	Essential
	Effective communication in writing and verbally	Essential
	Good interpersonal skills and experience in managing members of staff.	Essential
	Ability to provide excellent customer service.	Essential
	Discretion in handling confidential data.	Essential
	Ability to work as part of a team.	Essential
	Ability to use initiative and manage own workload.	Essential
	Ability to work under pressure to meet deadlines whilst maintaining accuracy.	Essential
	Flexible and adaptable to change in the environment of work.	Essential
	Knowledge of current educational issues.	Essential
	A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies.	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust 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.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*