

### GLF Schools Job Description

<b>Job Title</b>	<b>Regional Finance Partner – Region C</b>	<b>Job Reference</b>	
<b>Grade</b>	<b>Leadership 2</b>	<b>salary</b>	<b>£60k FTE</b>
<b>Location</b>	<b>Beacon</b>	<b>Travel required</b>	<b>Some travel to Caterham &amp; Horsham areas</b>
<b>Core purpose</b>			
<p>To provide finance leadership and become trusted advisor to Headteachers &amp; Regional Education Directors (REDs) to ensure efficient use of resources and to drive school performance, achieving the best possible outcomes for our children and young people.</p> <p>To lead the regional finance team to support our schools and to deliver added value, fit for purpose financial reporting for operational and strategic decision making.</p> <p>To work closely with the FC and Trust finance team to develop an expert service and implement positive change.</p>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>• Lead the production of accurate sustainable 3-year budgets, strategic plans, forecasts and monthly management accounts on a timely basis, ensuring consistency across assumptions in all school archetypes.</li> <li>• Responsible for Primary, Secondary or Nursery holistic view to ensure consistency in approach to financials</li> <li>• Meet with heads &amp; REDs termly to prepare &amp; review budgets and strategic plans for each school</li> <li>• Support in monthly Headteacher meetings (where applicable) to review management accounts for each school</li> <li>• Lead the analysis of monthly reporting information, including challenging variances to budget and understanding and communicating key trends</li> <li>• Support, guide and challenge budget holders and school leaders to ensure that budgets are prepared and monitored accurately and according to central guidelines.</li> <li>• Work closely and collaborate with the central and regional Teams to ensure compliance consistency and the development of best practice</li> <li>• Develop the use of Key Performance Indicators in the Phase &amp; ensure school leaders &amp; finance staff are understanding of the KPIs &amp; regularly reviewing &amp; driving improvement.</li> <li>• To be responsible for the reconciliation of payroll</li> <li>• Drive forward positive change and initiatives (within Finance Teams and with schools) which promote regularity, propriety, value for money and best standards. Particularly look to making the operations between school finance activities &amp; the central teams more efficient &amp; effective.</li> <li>• Support a range of change projects as defined from time to time.</li> </ul>			

- Line manage the Regional Finance Team, ensuring skills and experience are commensurate with service to be delivered; that all staff are fully supported and that financial transactions are appropriately recorded

#### Accountability

- Accountable to Financial Controller
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion