



JOB DESCRIPTION

Job Title:	Senior Finance Business Partner – Academies
Reporting to:	Head of Finance Business Partners
Line Managing:	Assistant Finance Business Partner & Finance Officer
Working with:	Academy Senior Leadership Teams Internal Finance Teams Other Trust Departments

Main Responsibilities:

As a Senior Finance Business Partner, you will oversee and be professionally responsible for the provision of a high-quality financial service to the academies the post-holder is accountable for. This post is central to supporting the trust and its academies to achieve their strategic aims and objectives, via effective and efficient management of financial resources to ultimately transform the lives of young people. The responsibilities for this role are wide and varied and will include:

- working closely with School Leadership Teams to discuss financial strategy, management accounts, budgets & forecasts and to provide financial and commercial advice.
- working with trust finance colleagues to drive continuous improvement in controls, finding efficiencies in processes and enhancing financial analysis which adds value.
- working closely with other trust departments such as HR, Estates and Procurement to align staffing, estates and supplier strategies with financial plans.

Specific Responsibilities:

Leadership and Strategy

- Meet regularly with the Principals / Headteachers to discuss financial strategy, monthly management accounts, risks & opportunities, forecasts and to provide financial and commercial advice.
- Lead on the development of budgets and the three-year financial plans for the academies in the region, ensuring they reflect the strategic priorities of the academies and the academy development plan.
- Develop in-depth understanding of the education provision within the academies to allow for financial modelling of cost drivers and future planning.
- Manage relationship with the home local authority for the academies supported to ensure a pro-active relationship regarding income and banding discussions.
- Lead on trust wide projects as assigned to ensure consistency and best practice.

Financial Management

- Manage the production of insightful month end reporting in line with the reporting timetable and maintain procedures to ensure financial transactions are recorded and reported accurately within the accounting system.
- Management Accounts reviews should ensure control and understanding of income and expenditure, balance sheet and cash flow with commentary on key variances and highlighting any risks and opportunities.
- Promote a culture of continuous improvement within the finance function, in line with management priorities and promote shared learning and good practice across the wider Trust.
- Proactively implement the Trust's policies and procedures and ensure compliance with the Trust's financial regulations.
- Prepare the budgets and 3-year plan in line with Trust guidance, for the academies responsible for.
- Periodically update robust financial forecasts as required for the academies and ensure budgeting controls are upheld and that the academies work within the approved budget.
- Ensure monthly payrolls are checked and authorised in line with expectations and ensure controls and linkage between headcount planning and forecasting and actual results.
- Provide financial training for school leadership teams, budget holders and other members of staff as required
- Lead on the partnership with the Local Governing Body (LGB) as the finance contact providing information and attending meetings as required.
- To maintain information in a confidential manner, following data protection regulations.

People Management and Professional Development

- Provide full line management to Assistant Finance Business Partner and Finance Officer including objective setting, review and feedback, development, training, motivation and support.
- Ensure training and development is available where needed for school contacts.

Other Responsibilities:

- To undertake Continuing Professional Development (CPD) and training to update your own skills and knowledge.
- To carry out all duties in accordance with College and OHCAT policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy
- Lead by example in working flexibly with the team and wider department to put the requirements of the schools at the heart of everything we do.
- We are currently implementing a new financial system which has the potential to be transformative in the way the finance function works. Expectation of embracing change and maximising the potential benefits the new system can bring.

This job description is not an exhaustive list, and the post holder will be required to undertake other duties as appropriate