



JOB DESCRIPTION

Job Title: Senior Finance Business Partner – Academies

Reporting to: Head of Finance Business Partners

Line Managing

**Responsibilities: Assistant Finance Business Partner
Finance Officer**

Working with:

**Head teachers
Financial Accountant
Senior Finance Officer
HR Business Partners
Finance Directors**

Main Responsibilities:

To oversee the financial management for a number of Academy Hubs and support other Orchard Hill College Academy Trust “family” financial management and strategic needs as required. To be the key finance lead for the schools, seeking to add value to the development plans and any key financial changes that will impact the pupils and school. To be active and challenge in the decision making of all major projects and opportunities.

Specific Responsibilities:

1. To attend a weekly SLT forum ensuring best practices are being followed within the organisation whilst been proactive and agile in the work place to support decision making to support school development plans.
2. Specialist lead in Fixed Asset/Income/ Modelling and other projects as they arise.
3. Be the school Principal's key finance contact for management of finances and development planning. Manage monthly meetings with Principals with key financial updates.
4. Provide an overall financial management overview to ensure that the schools can plan, resource adequately and deliver the best outcomes for learners in year and going forward.
5. Lead on the relationship with the school's local authority ensuring accurate and update banding requirements are met in line with High Needs Operational Guidance. Ensure that a proactive relationship is maintained to enable easy resolution of issues arising and a platform for healthy negotiations if funding arrangements are reviewed.

6. Attend School Forums or high needs equivalent forums at the Local Authority, adding support to the school, ensuring our schools are represented.
7. Lead on the partnership with Local Governing Bodies (LGB) as the finance liaison. Leading and discussing the financials for the school.
8. Review and present the monthly management accounts model including profit & loss and balance sheet to regular deadlines, including commentary on key variances to the budget holders and senior leadership team.
9. Lead on and support the five-year school development plans aiding the schools to cost up their proposals.
10. Manage on boarding of new schools via conversions or introduction of free schools and integrate into the different reporting modules.
11. Ensure all schools use the software packages (Arbor) effectively to ensure efficient invoicing for pupils and easy follow up of queries.
12. Liaise with the school regarding its Estates Strategy ensuring both financial viability and Finance Regulations are followed. Ensure that financial information is consistent in all plans and reflect accurately current developments planned.
13. Represent Finance at special project meetings ensuring that the project strategy is compliant with Financial Regulations and Financial viability.
14. Present financials at the monthly Risk and Review meetings highlighting opportunities and risks. Discuss any concerns that may impact the performance of the school.
15. Ensure financial forecasts are robust and reflect the most likely outturn i.e. are not overly pessimistic/optimistic.
16. Review key accounts monthly and update any discrepancies.
17. Liaise with Senior Finance officer to discuss any issues identified in the purchase ledger.
18. Support Finance accountant with Cashflow information and Statutory Accounts schedules.
19. Work collaboratively with HR Business Partners and School Business Managers/Office Managers
20. All aspects of line management for one or more Assistant Finance Business Partners
21. Line Management of Finance Officers (FO), ensuring Arbor is correct.
22. Manage the FO to produce income data dashboards.
23. Deputise for the Head of FBP as required.

24. Review grants and ensure funds are allocated and managed in accordance with guidelines.
25. To meet and support budget holders with monthly accounts, with particular attention to student numbers, income, HR and staffing resources, to problem solve where there are budget variances with the relevant manager. To advise the Head FBP where there are concerns.
26. Completion and reporting of financial models for annual budgets, five-year plans, and other financial planning information for the academies.
27. Manage academies risks and support as agreed with Head of FBP
28. To carry out ad hoc projects as required by Executive Senior Leadership Team.
29. To maintain information in a confidential manner, following data protection regulations.
30. To make regular visits to the academies and other sites as needed to ensure the smooth running of the team and functions.
31. Manage team of Business partners/Finance assistants to deliver the following.
 - Ensure HR database provides accurate financial information to support budget management through monthly reconciliations.
 - To authorise bank payments to support the hubs, for PL, Payroll and Adhoc
 - Oversee and support HR function with live vacancies and budget planning.
32. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
33. 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.
34. This is a new role and there will be a need for flexibility as the role is established and embedded in the organisation. The list is not by any means complete and other tasks may be required as deemed necessary.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of 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 to undertake practical tests to cover the skills and abilities shown below.

Qualifications	Priority
Qualified CCAB qualifications (Part-qualified or AAT Qualified will be considered) or equivalent.	1
Abilities, Skills & Knowledge	
Demonstrate significant accounting experience, including costings, financial management and control.	1
Up to date knowledge of relevant funding policies and regulations for funding streams relevant to both the College, to include but not limited to: High Needs/SEND funding, 16-19 funding, Apprenticeship, Traineeships and Adult Education Budget (AEB)	2
Good understanding of working within the education sector and knowledge of national priorities and issues	1
Ability to prepare and present financial reports	1
Experience of managing or supervising a team.	1
Ability to communicate effectively with staff at all levels throughout the College/Academy Trust, and evidence of forming strong partnerships with Local Authorities, funding bodies and other agencies.	1
Strong negotiating skills	1
Proficient in Excel and other Microsoft packages.	1
Use of Resource financial package or similar.	1
Ability to carry out financial monitoring and budget setting.	1
Excellent organisational skills.	1
Effective communication in writing and verbally.	1
Ability to provide excellent customer service.	1
Discretion in handling confidential data.	1
Ability to work as part of a team.	1
Ability to use initiative and manage own workload.	1
Ability to work under pressure to meet deadlines whilst maintaining accuracy.	1

Flexible and adaptable to change in the environment of work.	1
Knowledge of current educational issues.	1
A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies.	1