

## Job Description

**Post Title:** Senior Finance Partner

**Location:** Spencer Academies Trust

**Salary/Pay Range:** NJC33 – NJC37 (5 point range) *depending on experience and qualifications*

**Hours of work:** *Full Time - All Year Round*

**Reporting to:** Director of Finance

### Purpose of Role

Senior Finance Partner is a key role within the Spencer Academies Trust Central Services to take the lead on providing efficient and effective financial services to the academies, contributing to strategic planning and decision making to ensure that the Spencer Academies Trust makes the best use of the resources available

The post holder will lead a team of Trust Finance Partners to assist the leadership of academies to develop financial plans, budgets, and forecasts. They will, alongside the Director of Finance and Financial Controller, prepare monthly management reports and consolidated accounts for Academy and Trust leadership teams. In addition, the post holder will provide financial management and governance of those academies to ensure sound and appropriate financial governance and risk management arrangements are in place.

The Post Holder will support colleagues within academies with advice on the Trust's financial policies and procedures; providing appropriate guidance, training and support as needed.

The post holder will lead on ensuring financial transactions through the finance and accountancy systems are correct and complete to ensure the provision of accurate and timely financial information to each academy's management, The Spencer Academies Trust and external bodies as required.

### Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

#### ***Leadership and Management***

- Leading a team of Trust Finance Partners to support academy leadership in budget setting, monitoring and scenario planning throughout the year, ensuring a sustainable financial position whilst supporting the educational ethos of the academies and Trust
- Responsible for the line management of the finance partners and provide CPD to finance partners, academy leaders and academy finance officers.
- Undertake probation, induction, and professional performance reviews for all colleagues that the post-holder line manages and appropriately manage any underperformance.
- Take responsibility for recruitment and selection of central colleagues as appropriate to the role and in conjunction with our central HR team.
- Support colleagues across the Trust to ensure compliance with Trust policies, particularly regarding financial services, and assist with the formulation and implementation of Trust action planning,

monitoring and evaluation

- Assist the Director of Finance with training and development of finance staff across the central team and wider Trust to ensure delivery of best practice and compliance
- Work collaboratively within the Finance team to implement new and improved processes across Trust wide finance, as appropriate to the DFE Trust Handbook, Trust policies and statutory legislation
- Work in partnership with Principals and Senior Leaders to provide effective and efficient financial management for all academies/partnerships within the nominated

### ***Finance and Business Planning***

- Plan, prepare, monitor, and evaluate Trust Consolidated budgets in consultation with finance colleagues
- Lead on a monthly review of management accounts to ensure accuracy and variance analysis for all academies is maintained
- To work with academy senior leaders to produce an Annual Budget Plan, as well as long term forecasts, and to ensure they are in accordance with both the Trust's and the local academies' strategic objectives.
- Supporting senior finance colleagues with forecast information to inform Trust wide financial reporting
- Responsibility for monitoring and managing income for nominated academies
- Prepare re-forecasts where necessary and appropriate
- Process budget information onto the accounting system
- Develop a strong understanding of the accounting and budget software. Process system setting changes such as changes to budget holders, security level settings and similar
- To work closely alongside Principals, senior leaders and academy staff to lead and manage an effective and efficient Finance service which is responsive to business needs
- Ensure that accounts are managed effectively, including active monitoring to prevent overspend and work with academies to taking remedial action as appropriate ensuring compliance with the Trust's financial policies, value for money and appropriateness of statutory and budgetary codes
- Ensure all academy transactions adhere to Trust policies, timetables and guidelines
- To ensure that year-end accounting procedures are processed in an efficient and timely manner in accordance with set deadlines. Supporting senior finance colleagues in the preparation of year end accounts, grant reviews and managing the audit processes
- Developing and maintaining effective working relationships as appropriate to ensure an effective and professional Finance service is provided

### ***General***

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all SAT policies, including and Health and Safety, Data Protection and Safeguarding
- Participate in the SAT Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

### Additional Information

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

### Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
GCSE English and Mathematics Grade A to C or equivalent (Certificates to be available at interview)	✓	
Appropriate financial qualification – AAT Level 3 or equivalent	✓	
Appropriate financial qualification – AAT Level 4 or above (or equivalent)		✓
Previous experience of financial procedures	✓	
Experience and ability to work with a degree of autonomy within agreed boundaries	✓	
Experience of using Financial Management Systems and accounting packages	✓	
Full driving licence and own transportation	✓	
Experience of Line Managing colleagues		✓
Experience of supporting colleagues whilst manage own workloads	✓	
<b>Knowledge and skills</b>		
Good working knowledge and experience of using ICT; Word, Excel and relevant software	✓	
An understanding of Child Protection, Health & Safety and Data Protection Policies		✓
<b>Personal qualities</b>		
Excellent communication and presentation skills both verbal and in writing	✓	
Excellent organisational skills and ability to work with a high degree of accuracy, with meticulous attention to detail	✓	
Ability to prioritise, meet deadlines and organize effectively	✓	
Competent with both financial and non-financial people within the organisation, with the ability to extract and explain financial information.	✓	
Good interpersonal skills	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Able to work in a team, accept delegated responsibility and delegate as appropriate	✓	
A commitment to on-going personal development and willingness to undertake appropriate training and development	✓	
Ability to evaluate own development needs and those of others and to address them		✓
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	