

GLF Schools Job Description

Job Title	Finance Partner – Trust Central	Job Reference	
Grade	Leadership 2	salary	£60,000
Location	Earlsfield/Banstead	Travel required	
Core purpose			
<p>To provide Strategic Finance partnering to TSH & to support the central trust functions to drive performance and ensure efficient use of resources, as well as control the statutory reporting processes.</p> <p>To provide support for Consolidation issues & other issues that the Financial Controller will require from time to time to help improve the effectiveness of GLF finance.</p> <p>To work as part of the Trust's finance team delivering an expert service.</p>			
Main Duties			
<ul style="list-style-type: none"> ● <u>Regulatory Reporting & Audit</u> <ul style="list-style-type: none"> ● To oversee the production of GLF Schools annual report and accounts ● To oversee submission of all DfE/ESFA reports and returns ● To oversee internal & external audit processes ● <u>TSH & Central Trust Reporting</u> <ul style="list-style-type: none"> ● To provide strategic financial support to the TSH & SCITT teams, as well as oversee the reporting of actuals, budgets, forecasts & reporting ● To oversee the development & production of timely and accurate monthly management accounts for CEN functions, supporting where needed in monthly review meetings with functional leads ● To review the analysis of monthly reporting information, including challenging variances to budget and understanding and communicating key trends ● Support, guide and challenge budget holders to ensure that budgets & forecasts are prepared and monitored accurately and according to central guidelines. ● To be responsible for the reconciliation of payroll in SST. ● <u>Compliance & Consistency</u> <ul style="list-style-type: none"> ● To work closely and collaborate with the Regional Finance Teams to ensure compliance consistency and the development of best practice ● To drive forward change and initiatives which promote regularity, propriety, value for money and best standards ● To provide specialist Central support eg IMP/Funding/Report development/New school onboarding ● Assist on Group Financial Control matters including but not restricted to; <ul style="list-style-type: none"> ○ Responsible for Cash Management, ensuring sufficient funds where needed & development of strategies & practices that maximise returns on cash ○ Responsible for the balancing and alignment for the Intercompany account across the trust ○ Partnership Fee postings ● <u>Capital Expenditure & Fixed Assets</u> 			

- To budget & monitor SCA and DFC spend across the trust, liaising with Estates teams and Regional Finance Team to ensure correct authorisation of spend as well as correct classification of income & spend.
- Payroll posting
 - Post, monitor and analyse payroll journals into finance system for CEN & TSH locations. Upload full trust payroll reports into IMP for reconciliations on monthly basis.
- Team Management
 - To line manage the Trust 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.
 - In future the role may take further responsibility for aligning the purchase ordering process & the processing of payroll across GLF.
- Ad hoc
 - Change Management – support in the development of reporting under the new organisation structure

Accountability

- Accountable to Finance 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