

## Role Description

Job Title: Finance Business Partner

Responsible to: Senior Finance Officer

Level: Grade J – Point 27 to 31

### Purpose

The Finance Business Partner works as part of the Trust Finance Team to provide comprehensive, high quality financial support and information to Principals throughout the annual cycle, including budget setting, monthly management accounts, quarterly forecasts, and financial year end. Take responsibility for the day to day operational finance activity for the schools, as well as a key contributor in the production of the schools monthly management accounts. To proactively contribute to the effective management of the schools finances through regular engagement and communication with stakeholders, and through seeking opportunities to improve systems and processes. To assist the Senior Finance Officer and Head of Finance, in the delivery of a professional finance service to the Trust.

### Job Responsibilities

- Input journals for actuals, accruals and prepayments each month and ensure actuals and commitments logged within the system are accurate and coded correctly to trial balance
- Provide a comprehensive business partnering service to the schools Principals to support the delivery of the annual budget and the school's and Trusts financial objectives and targets. This includes ensuring all income and expenditure flows are understood and accurately accounted for, as well as ensuring that timely and accurate financial information is provided to all budget holders, and that monthly budget monitoring meetings take place.
- Support staff in the schools with pension queries
- Support staff in the school with pension queries and act as the point of contact for Teachers' Pension and the Local Government Pension Schemes. Liaising with appropriate bodies on pension related queries.
- Plan and prepare annual 3-5 year budget plans for the school's, working in collaboration with the Principals and Senior Finance Officer.
- Prepare the monthly management accounts including preparation of Journals, accruals, and prepayments, payroll budget versus actuals
- Complete quarterly forecasts, including undertaking accurate and detailed monitoring and analysis for both income and expenditure, and ensuring that variances are highlighted and explained at an early stage, to enable appropriate action to be taken.
- Analyse the creditor, debtor and outstanding orders reports from the Finance Administrator and ensure regular review with the Principal to resolve issues
- Support the Senior Finance Officer in the preparation of the budget forecast return (BFR)
- Maintain the staffing establishment and in year staffing forecast, ensuring that it remains accurate and up to date at all times, and provide support to budget holders to ensure

staffing budgets are fully understood, including any amendments and the subsequent impact.

- Undertake the monthly payroll reconciliation, providing full analysis, qualitative commentary, and a thorough understanding of variances between actual, forecast and budget.
- Liaise with the Principals regarding annual increment increases for teaching and support staff
- Complete the workforce census for the school and liaise with the Senior Finance Officer regarding Trust staff where applicable
- Assist the Senior Finance Officer and Head of Finance in ensuring that detailed financial year-end procedures are in place and communicated to all Principals in a pro-active and timely manner, ensuring they are completed accurately and in accordance with the timetable.
- To be responsible for the income generating business activities of the Schools, including wraparound care, lettings, deployment etc. Analysing the accuracy of the forecast against actual income
- Manage credit card payments and subsequent reconciliations
- Liaise with Principals and Site Supervisors to make sure insurance claims are processed in a timely manner and full documentation is provided for audit purposes
- Annually review the fixed asset register highlighting write offs and/or sales. Regularly update the Every system with new fixed assets
- Ensure contracts and contract amendments are issued accurately and in a timely manner.
- Ad hoc tasks and projects as requested by the Senior Finance Officer or Head of Finance

## Values

- To uphold and model the Preston Hedges Trust values of Ambition, Drive, Excellence and One Team at all times.
- Consistently demonstrate an understanding of the values and model these at all times.
- To support in the delivery of the Trusts purpose, vision and policies.

## Safeguarding

- Committed to ensuring the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person in line with the school's safeguarding policies.
- To adhere to all safeguarding policies, practices and expectations including online safety.

Post: Finance Business Partner

Person Specification

Qualification	Requirement
Accounting qualification, AAT Level 2 or equivalent with post qualification experience	Essential
Good general standard of education with a minimum of GCSE in Mathematics or equivalent	Essential
<b>Experience, Knowledge, Skills</b>	
Experience of working in a busy finance environment in a similar role	Essential
To have worked in a School or Trust environment	Desirable
Experience of completion of management accounts	Essential
Experience of balance sheet and control account reconciliations	Essential
Experience in the production of timely financial management information, budgetary review and variance analysis	Desirable
Evidence of improved business performance through collaboration, effective partnering and providing financial advice, guidance and analysis	Essential
Commercial awareness and ability to achieve value for money	Essential
Strong IT skills, particularly in Excel. Competent and confident in using Microsoft Office	Essential
Good knowledge and experience of finance packages	Essential
Strong organisational skills with the ability to effectively time manage and prioritise a varied workload;	Essential
Ability to communicate financial concepts effectively to non-finance minded colleagues	Essential
Have a flexible approach to working, being able to work on own initiative and as an effective member of a team	Essential
<b>Personal Attributes</b>	
Supportive of the Trusts values and ethos	Essential
Ability to work successfully as a team member establishing effective working relationships and flexible working practices	Essential
Ability to work under pressure in a constantly changing and demanding deadlines and remain professional at all times.	Essential
Ability to communicate effectively at all levels	Essential
Self-motivated and work under own initiative	Essential
Take ownership of tasks and see through to completion	Essential
Willing to undertake tasks and assume responsibilities outside of direct job role tasks	Essential
Able to demonstrate continuous personal and professional development of self	Essential