

# Finance Business Partner Job Pack

Salary	Grade 7 (Points 26 to 30)  FTE £37,280 to £40,777  Actual Salary £33,712 to £35,406  (April 2026 pay award pending)
Hours	35 paid hours TTO + 2 weeks
Contract Type	Full time, Permanent
Location	Usual place of work plus travel to trust organisations as necessary

## Ambition Community Trust

Our vision is rooted in the power of relational inclusion. We believe that schools thrive when every child, every colleague, and every family feels seen, valued, and supported. Prioritising relationships is at the heart of everything we do; we aim to create spaces where kindness and understanding are not just encouraged but embedded in the culture of our schools.

This is not just about academic success; it's about helping every individual flourish, equipping young people with the confidence and skills to lead fulfilling lives, and ensuring that no one is left behind. By working collaboratively, we have an opportunity to challenge old systems, reimagine what is possible, and inspire lasting change.

## Our Values

### Compassionate Relationships

We foster positive, understanding, and respectful connections,

**Transforming the lives of  
children and their communities**

encouraging empathy, a sense of belonging, and the capacity to build strong relationships within and beyond the school community.

### **Quality Through Collaboration**

We believe that partnerships with families, communities, and professionals foster innovation and achieve the highest standards of education, whilst nurturing socially aware and compassionate individuals.

### **Equity and Excellence for All**

We are dedicated to personal growth and achievement, celebrating diverse strengths and backgrounds to ensure every individual can thrive and succeed together.

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## **Role Purpose**

To provide high-quality financial management, business partnering and payroll oversight across the Trust's academies. The postholder will support Headteachers, budget holders and senior leaders in ensuring effective financial planning, budget management, statutory compliance and value for money.

Working with the Head of Finance, the Finance Business Partner will act as a trusted advisor to school leaders, providing financial analysis, challenge and support to enable informed decision-making and the achievement of educational priorities.

## **Key Responsibilities**

### **Financial Business Partnering**

- Provide strategic and operational financial support to allocated academies
- Support Headteachers and senior leaders in the development, monitoring and management of budgets.
- Attend and contribute to termly budget review meetings with school leaders.
- Provide financial advice and challenge to budget holders to ensure effective use of resources.
- Prepare financial forecasts and scenario planning models.



- Monitor school financial performance and identify risks, opportunities and required corrective actions.
- Support annual budget setting and medium-term financial planning processes.

## **Financial Reporting**

- Work with the Head of Finance to produce timely and accurate monthly management accounts and financial reports.
- Prepare budget monitoring reports for Headteachers, Governors, Trustees and Executive Leaders.
- Analyse income and expenditure trends and provide recommendations.
- Monitor staffing expenditure and staffing ratios against budget.

## **Payroll Oversight**

- Oversee monthly payroll processes, including maintaining accurate payroll records and processing changes in accordance with deadlines.
- Review payroll reports, reconciliations and exception reports and ensure payroll journals are accurately processed and reconciled.
- Investigate payroll discrepancies and resolve issues with payroll providers and staff.
- Monitor payroll compliance and internal controls.

## **Financial Control and Compliance**

- Ensure compliance with the Trust's Financial Regulations, Academy Trust Handbook and statutory requirements.
- Review and authorise purchase orders within delegated authority limits.
- Review and approve BACS payment runs in accordance with Trust procedures.
- Monitor cashflow requirements across schools.



- Review bank reconciliations and ensure all control accounts are reconciled promptly.
- Support internal and external audit requirements.

### **Funding and Income Management**

- Review funding allocations and statements issued by local authorities and government agencies.
- Monitor grant funding and ensure income is accurately recorded.
- Manage out-of-area funding arrangements and liaise with local authorities regarding top-up funding.
- Oversee sales invoicing and debt recovery processes.
- Monitor collection of income and identify risks relating to funding streams.

### **Financial Systems and Reconciliations**

- Ensure payroll, funding and balance sheet journals are accurately processed.
- Maintain financial records within Trust finance systems.
- Support the development and improvement of financial systems, procedures and controls.
- Ensure accurate maintenance of payroll and financial data.

### **Leadership and Service Development**

- Support and mentor finance colleagues where required.
- Assist in resolving escalated finance issues.
- Promote continuous improvement across finance processes and systems.
- Contribute to Trust-wide financial projects and initiatives.

### **General Responsibilities**

- Maintain confidentiality and comply with data protection requirements.

- Adhere to Trust policies, procedures and professional standards.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

## **PERSON SPECIFICATION**

### **Qualifications**

#### **Essential**

- AAT Level 4 qualification or equivalent financial qualification.
- GCSE English and Mathematics (Grade C/4 or above) or equivalent.

#### **Desirable**

- Part-qualified or qualified accountant (ACCA, CIMA, CIPFA, ACA or equivalent).

### **Experience**

#### **Essential**

- Significant experience working within a finance environment.
- Experience of budget monitoring and financial reporting.
- Experience of financial reconciliations and management accounting.
- Experience of working with financial management systems.
- Experience of presenting financial information to non-financial stakeholders.

#### **Desirable**

- Experience within an academy trust, school or public sector environment.
- Experience of Access Finance, Access Budgeting or similar systems.
- Experience of academy funding and local authority funding arrangements, particularly with Special Schools.
- Experience of supporting audits and statutory returns.

### **Knowledge**

#### **Essential**



- Strong understanding of financial controls and governance.
- Knowledge of budgeting and forecasting principles.
- Understanding of payroll processes and employment-related financial obligations.
- Understanding of financial reporting and reconciliation processes.
- Excellent understanding of Microsoft Excel.

### **Desirable**

- Knowledge of the Academy Trust Handbook.
- Knowledge of academy funding arrangements and school finance.

### **Skills and Abilities**

#### **Essential**

- Strong analytical and problem-solving skills.
- Ability to interpret and communicate complex financial information.
- Excellent organisational and planning skills.
- Ability to manage competing priorities and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to build positive working relationships with stakeholders at all levels.
- High levels of accuracy and attention to detail.
- Ability to work independently and as part of a team.

### **Personal Qualities**

#### **Essential**

- Professional integrity and discretion.
- Commitment to continuous improvement.
- Proactive and solution-focused approach.
- Flexible and adaptable.



**Ambition**  
Community Trust



- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to the Trust's vision, values and objectives.

### **Other Requirements**

#### **Essential**

- Ability to travel between Trust sites as required.
- Satisfactory enhanced DBS clearance.
- Right to work in the UK.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the Trust.**

**Transforming the lives of  
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