

# Finance Business Partner (Capital)

## Job Description

### JOB PURPOSE

To provide strategic financial advice and support to operations, taking the lead on capital expenditure and premises and IT related costs including budgets, fixed assets register and annual return for School Condition Allocation.

### KEY RESPONSIBILITIES

#### 1. Leadership & Management

- Liaise effectively with the school based business operational teams to develop and maintain strong, collaborative working relationships and share good practice throughout the trust.
- Build strong and effective relationships with the central Executive Team and the senior leadership teams in the schools to ensure effective communication of planned capital and operational premises and IT investment resulting in accurate and timely forecasts.
- Work closely with the Financial Controller, Finance Business Partner (Staffing) and wider central team to ensure clear understanding of all finance systems and processes and a consistent approach to accounts and forecasts.

#### 2. Finance

- Prepare the monthly management accounts for allocated schools and work with the schools to prepare forecasts in line with agreed schedule.
- Ensure that all allocated period end tasks are completed in line with agreed deadline.
- Ensure that all allocated control account reconciliations are updated at each period end and reconciling items investigated and resolved in a timely manner.
- Lead on the annual budgeting and forecasting for capital investment, IT and premises related costs.
- Ensure that 'Best Value' principles are applied to all purchasing decisions.
- Prepare analysis as required to support decision making.
- Support the production of the statutory accounts by preparing the fixed assets and capital reserves data for the notes to the accounts.
- Prepare the annual School Condition Allocation return and submit once approved.
- Oversee the Every compliance platform, working with the Estates and Facilities Manager to ensure that all schools in the trust regularly update the system, and generating reports for Trustees to evidence adherence to the compliance framework.
- Liaise with the Head of IT to prepare and maintain budgets and forecasts for IT annual costs and investment in hardware.
- Provide finance and operational support to the Business Operations Managers and Senior Leader Team for allocated schools and beyond, as required.

### **3. Other**

- Promote the trust's vision and champion the trust's values.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, security and confidentiality, reporting all concerns to an appropriate person as soon as they arise.
- Be committed to the principles of on-going professional development and undertake appropriate training as required.
- Undertake any other duties and responsibilities as may be reasonably required by the trust.

# Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• 5 A*- Cs at GCSE including English and Maths.</li> <li>• Qualified or part-qualified accountant (and willing to complete studies).</li> <li>• Experience of working within a finance team</li> <li>• Evidence of Continuous Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree qualification or equivalent.</li> <li>• Experience of reporting on fixed assets and capital investment plans.</li> <li>• Experience of Health &amp; Safety and premises management systems.</li> <li>• Experience of managing and developing finance and operational systems and procedures.</li> </ul>	
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Good knowledge of effective finance, budget and forecasting systems.</li> <li>• Good knowledge of financial audit requirements.</li> <li>• Ability to communicate verbally with, and write reports for, a range of stakeholders.</li> <li>• Ability to prioritise conflicting demands and thrive under pressure.</li> <li>• Ability to take a problem-solving approach to tasks and develop valid and financially sound solutions.</li> <li>• Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.</li> <li>• Ability to use management information systems and be able to transfer the experience of using one system to another similar system if required.</li> <li>• Ability to build and maintain effective working relationships with a wide variety of people.</li> <li>• Ability to maintain strict confidentiality in all matters.</li> </ul>		

## CRITERIA

**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

## ESSENTIAL

- Commitment to the trust's vision and values.
- Commitment to working flexibly and as needed to ensure the highest professional service for pupils and staff.
- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues.
- Resilience, self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- Highly organised, literate and articulate.
- Commitment to support the trust approach to safeguarding and equality and diversity.