

## **JOB DESCRIPTION**

Post Title: Finance Business Partner  
 Contract: Permanent, Term Time + INSETS + 2 weeks, 37 hours per week  
 Location: St Albans, Hertfordshire, Office Based (vehicle required for travel between sites)  
 Salary: M1 32-36 + plus London Fringe allowance - pro rata  
 Reports to: Chief Finance Officer

### Purpose of the job

- i. As a growing Multi Academy Trust of 10 schools we are looking for an ambitious, hardworking, suitably experienced individual to join our dynamic finance team to assist with the strategic vision and leadership of our Finance Hub.
- ii. To contribute, operate, maintain and develop the financial procedures and systems of the Trust.
- iii. To ensure in liaison with the CFO that the Trust is fully compliant with the Academies Financial Handbook.
- iv. To be an effective, supportive & enthusiastic member of the Scholars' Hub.

### Main areas of responsibility

#### i. Leadership and Strategy

- Take delegated responsibility for the financial processes, monitoring and decisions as agreed with the CFO.
- Work with the CFO to ensure accuracy, consistency, and robust financial processes are in place across the trust.
- Liaise with the Headteachers within the trust on individual school financial needs, ensuring they are confident and reassured by the level of information and support offered.
- Work with the CFO to ensure the successful transfer of new schools into the trust.
- Implement consistent financial procedures in accordance with current legislation and financial policies.
- Provide support as relevant to the trust, schools and their senior leadership teams.

#### ii. Financial Management

- Support the trust to prepare school annual budgets and reforecasts for submission to the appropriate governor committees and Trust board.
- Actively monitor the agreed budgets/reforecasts and advise the Headteachers and CFO of any variations and prepare proposals to address those variations.
- Ensure accurate and rigid record keeping and compliance to satisfy audit requirements.
- Preparation of monthly management accounts and reports for key stakeholders.
- Completion of monthly balance sheet reconciliations and fixed asset registers.
- Ensure the accounts are produced accurately and according to the SET internal timetable.

- Work with the finance team to ensure orders and invoices are processed accurately and on a timely basis.
- Identify and pursue income generating activities.
- Ensure the schools have appropriate financial systems and manage all aspects of those financial systems in line with the Trust expectations, ensuring accurate financial records are maintained and reported on a regular basis to the CFO and Headteachers.
- Develop and maintain excellent working relationships with our customers and respond quickly and effectively to queries.
- Assist in completing all internal and external financial returns including VAT, BFR, BFRO.

iii. Other

- To have Trust related responsibilities such as procurement policy, financial handbook updates, etc.
- To perform any other reasonable tasks as requested by the COO, CFO or senior leaders within the Trust.

## **Experience & Job Knowledge**

### **Essential**

- Professional accounting qualification (CIMA, ACCA or equivalent). Will consider part qualified with industry experience.
- Two years' experience working in a finance / accounts department with experience of producing monthly management accounts and reconciliations.
- Have sound technical experience of Excel for data manipulation and reporting.
- Be able, knowledgeable and competent on a recognised accounting package.
- Strong organisation and prioritisation skills are required, as is the ability to develop solutions to problems and work on your own initiative.
- Have the ability to work under pressure and meet targets and deadlines.
- You must be able to communicate well in order to exchange information with finance and non-finance colleagues and stakeholders.
- Experience of working in teams and the ability to build good working relationships.
- Full driving license and access to a car, as travel between academy sites will be required.

### **Desirable**

- Experience of using Access Finance software.
- Experience within the education sector.

*Scholars' Education Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Scholars' Education Trust requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment.*