**Job Description**

**Title: Senior Finance Business Partner**

**Accountable to:** **Director of Business & Finance**

**Salary: Band C, £36,922 to £41,881**

**Hours: 37 hours per week, all year round**

**Location: Flexible office bases across Flying High Partnership including home working**

**Position Overview**

At the Flying High Partnership, we are relentless in our pursuit of excellence and we want you to share in our mission to make every day count for the children within our schools.

Each of our individual roles has an impact on the future of our children and so, we put them at the heart of the decisions we make and the services we provide. Our aim as a Finance team is to ensure that we provide high quality, efficient and effective financial systems and procedures, alongside to ensure that every penny we receive and every financial decision we make is focused on providing the very best education for all our children.

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| Based within the Flying High Partnership (FHP) central team, the Senior Finance Business Partner will be responsible for ensuring the financial sustainability and efficiency of all schools within a geographical hub. This role requires someone who is a finance professional that uses support and analysis to become a trusted adviser and partner to our school leaders, adding value, providing rigorous challenge and influences informed decision making.  The primary purpose of the role is to   * work in partnership with Headteachers, senior leaders and school office teams to understand the aims and priorities of the schools * provide strategic financial advice, challenge and influence decision making to ensure that schools achieve financial balance without compromising on delivering the best possible outcomes for our children * deploy and manage a team of finance business partners ensuring that capacity matches and impacts on the needs of each school * embed a curriculum led approach to financial planning and management * enable those responsible for financial management to operate their finances with excellence and efficiency * ensure that the budgets are being managed in accordance with Trust financial procedures and the requirements of the ESFA   **Main duties**  **Strategic financial management**   * To lead and be accountable for the management of budgets in line with Trust financial KPIs across a designated geographical hub of 15-20 schools * Provide financial advice at a strategic level for Headteachers, leadership teams and Trust Directors to make informed financial decisions * Develop curriculum led medium term financial plans in line with school improvement plans and strategic objectives to ensure the financial viability of schools * Identify and implement income generation strategies and efficiency savings across the hub * Line manage the Finance Business Partner(s) within the hub, ensuring they work closely with allocated schools and their budget holders to ensure financial information is provided and discussed on a timely and accurate basis * Plan and manage the delivery of core offer on-site support visits to schools * Quality assures the impact of the Finance Business Partner(s), ensuring that the capacity meets the needs and impacts on schools * Prepare and produce monthly monitoring reports for key budget holders using the agreed budget to actively monitor, control and evaluate performance * Analysis and checking of monthly budget monitoring returns for consolidation * Ensure effective management and reporting of debtors and creditors within the relevant Hub * Co-ordinate and prepare other monthly reports, reconciliations and returns for the Financial Controller, including but not limited to cashflow, bank and payroll reconciliations * Prepare relevant paperwork for and attend Hub and Trust Board meetings * Attend relevant finance and external meetings in absence of the Director of Business & Finance   **School business planning/development**   * Work alongside Headteachers and senior leaders to influence key decisions balancing financial sustainability with the development of the school in line with strategic priorities * Work with the Headteacher to develop business plans for key developments in line with the vision for the school * Where appropriate, project manage key developments to deliver sustainable change   **Accounting**   * Provision of advice and guidance for all Trust financial systems * Develop and train all new finance staff in the hub on the PS Financials (PSF) system * Development and delivery of finance training programme across the Trust * Ensuring and advising on compliance with ESFA Academies Financial Handbook, Trust Financial Procedures Policy and other relevant financial legislation * Ensure up-to-date fixed asset register(s) are maintained to ensure accurate financial reporting internally and externally   **Financial systems and internal controls**   * Support the Director of Business & Finance and Financial Controller with the completion of the annual accounts and prepare all related documentation for the academies within the Trust as appropriate * Support schools to maintain risk registers and produce termly updates for the Audit, Compliance and Risk Committee * Support delivery of actions from both external and internal audit plans * Undertake annual internal scrutiny reviews on behalf of the Trust’s Finance, People & Resources committee * Support the Director of Business & Finance and Financial Controller to ensure the financial regulations applied within the Trust are current, fit for purpose and observed by all, ensuring that value for money is being obtained through transparent purchasing processes   **Trust Development**   * Work with the Director of Business & Finance to conduct financial due diligence on schools that could potentially join the Trust * Provide conversion support & guidance for schools joining the Trust * Ad hoc tasks and projects as requested by the Director of Business & Finance |

**General Duties**

* Engage as an active member of the central team.
* Be a flexible and supportive member of the team.
* Be willing to undertake professional development where appropriate.
* Ensuring personal responsibility for maintaining up to date knowledge of educational developments relevant to role

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications & Training** | | |
| Studied to a minimum standard of 5 A\*-C GCSEs including English and Maths | AF |  |
| Accountancy qualification CCAB/CIMA/AAT or equivalent or CIPFA’s Certificate in Financial Reporting for Academies | AF |  |
| Certificate in School Business Management (CSBM) or Diploma in School Business Management (DSBM) |  | AF |
| **Experience** | | |
| A minimum of 3 years’ experience of working within finance and accounting in a high compliance environment | AF |  |
| Experience of working in a school or multi academy trust finance environment |  | AF/I |
| Knowledge and experience of using financial accounting systems | AF |  |
| Knowledge and experience of PS Financials |  | AF |
| Excellent knowledge and understanding of financial operating systems and internal control mechanisms | AF/I/AST |  |
| Knowledge and experience in conducting financial reconciliations |  | AF/AST |
| Working as a member of a team and experience of supporting the work of other team members | AF/I |  |
| Experience of prioritising work load, time management and conflicting priorities | AF |  |
| Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality | I |  |
| Ability to suggest improvements to systems or processes | I |  |
| **Behaviours** | | |
| Excellent interpersonal skills | I |  |
| Professional and approachable | I |  |
| Ability to problem solve as part of a team or working alone | I |  |
| Confident at following through on tasks and resolving queries | I |  |
| Proactive | I |  |
| Positive attitude | I |  |
| Demonstrates resilience | I |  |
| Can work collaboratively with others and develop good working relationships | I |  |
| **Skills** | | |
| Excellent verbal and written communication skills | AF/I/AST |  |
| Ability to communicate effectively with all levels of school staff including being able to convey financial data to non-finance people | I/AST |  |
| Excellent IT skills and the ability to use all MS Office programs (e.g. Excel, Word, Office 365) and bespoke financial accounting software | AF/AST |  |
| Excellent planning and organisation skills | I/AST |  |
| Evidence of ability to work to tight deadlines, managing and prioritising time effectively with little close supervision | I/AST |  |
| Capacity to manage own work pressure and that of others effectively | I/AST |  |
| Ability to ensure effective two-way communication | AF/I |  |
| High level of accuracy and attention to detail | I/AST |  |
| Ability to work independently, flexibly and use own initiative to overcome obstacles | I |  |
| Creating reports and spreadsheets and analysing data | AST |  |
| **Attributes** | | |
| Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves | I |  |
| Have a positive attitude to personal development and training | AF/I |  |
| Open to learning and change | I |  |
| Committed to putting children’s education first | I |  |
| **Other** | | |
| Be able to work at times and locations aligned to service provision | I |  |
| Occasional work outside normal working hours - prior notice given | I |  |
| Commitment to get stuck in with Partnership and Trust wide activities |  | I |
| Ability to travel to all Trust sites |  | I |

**Person specification**

* Excellent time management and organisation skills
* Maintain a flexible approach to tasks they are required to undertake
* Be proactive and maintain motivation to deliver their role
* Be a team player and be prepared to support other areas of the Partnership as the work load dictates
* Understand links across the various teams within the Partnership and how their role links with these
* Excellent customer service
* Uphold the Trust Behaviours at all times
* Can work effectively without direction
* Has an eye for detail
* Is willing to roll up their sleeves up and get stuck into the wider Partnership activities
* Is resilient