

Job Description: Finance Business Partner

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| Responsible to: | Finance Director |
| Job Type: | Permanent |
| Grade: | 9 |
| Hours per week: | 37 (will consider part time) |
| Working weeks: | Term time + 2 (40 weeks) |
| Location | ¹ Cambrian Learning Trust, Central Office |

Summary

Under the guidance of the Trust Finance Director this role will be responsible for delivering comprehensive and consistent financial procedures, production and monitoring of budgets and delivery of financial support across schools in the Trust.

Main Responsibilities

Organisation

- Provide financial data and support to the Trust Finance Director and Chief Financial Officer (CFO).
- Act as a finance focal point for a school/schools within the Trust.

Administration

- Assist and liaise with Finance Director, Headteachers and CFO to plan and produce the school's 3–5-year budget forecast.
- Undertake in year monthly budget monitoring and reporting, including revenue and capital for school/schools.
- Undertake monthly payroll monitoring and reconciliation against budget, raising discrepancies and helping to resolve them where appropriate, obtaining sign off from budget holder.
- Support schools with payroll calculations and queries raised, calculating salaries according to grade, hours, weeks worked etc to aid budget forecasting.
- Act as first point of call for school banking queries and post school bank transactions.
- Responsible for the maintenance of school purchase ledger.
- Review and act upon and open purchase orders during month end process.
- Input and review prepayments, accruals, deferred income and accrued income.
- As part of the King Alfred's budget management look after the financial element of Sweatbox.
- Assist and advise on procurement and how to ensure best value for money.

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Resources

- Operate relevant equipment/ICT packages (e.g. Microsoft Word, Microsoft Excel, databases, spreadsheets, internet) including financial accounting and budgeting packages.
- Ensure compliance with financial, auditing and reporting requirements of funding bodies, Companies House and Charities Commission.

General Duties

- Maintaining an awareness of legislation and guidance from funding bodies on finance, tax, VAT, NI and other relevant matters.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

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| Qualifications, Education and Training | <ul style="list-style-type: none">• NVQ 3 or equivalent qualification or experience in financial discipline• Very good numeracy/literacy skills |
| Experience | <ul style="list-style-type: none">• Budgeting, reporting, monitoring budgets and providing financial management support.• Financial experience within a school or similar environment. |
| Knowledge | <ul style="list-style-type: none">• Effective use of specialist ICT packages including accounting and budgeting systems.• Microsoft Office and advanced skills in Excel data management and reporting.• Relevant policies, codes of practice and legislation. |
| Skills and Abilities | <ul style="list-style-type: none">• Organised and thorough with a good eye for detail and ability to work to deadlines.• Ability to work independently.• Rigorous and methodical with the ability to manage own workload and meet deadlines.• Work effectively under pressure, managing conflicting priorities and meeting challenging deadlines.• Relate and communicate effectively and build strong working relationships.• Ability to solve problems.• Ability to self-evaluate learning needs and actively seek learning opportunities. |
| Special requirements | <ul style="list-style-type: none">• Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan.• Willingness to travel.• Full driving licence. |

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