



Finance Business Partner

JOB DESCRIPTION

Role Purpose:

To lead the management of financial operations across a finance hub to meet financial performance targets and ensure long term financial stability.

To lead on academy accounts, ensuring all accounts are maintained and managed to a high standard of accuracy for all academies in the hub.

To lead in the production of reports, analysis and forecasts against budgets, co-ordinate financial processes to meet monthly and annual audit requirements and ensure that all financial policies are adhered to, and deadlines are met.

To develop and promote the finance hub team.

Key Accountabilities:

REPORTING LINES: Post holder reports directly to the National Director of Academies Finance & is responsible for Finance Managers & Finance Assistants. This post holder will be accountable for:

Financial planning, control and analysis

- Work closely with academy leaders to align financial strategies with overall goals.
- Collaborate with academy leadership teams to develop and monitor annual budgets.
- Production of the monthly management accounts and financial forecasts, highlighting potential implications and recommending actions.
- Ensure academy balance sheets and fixed asset registers are fully reconciled and prompt action is taken where necessary.
- Hold regular meetings with headteachers and other leaders to ensure there is wide understanding of the financial performance of the academies and develop a clear understanding of the priorities and context of each to ensure that financial plans underpin education development planning.
- Prepare monthly commentary on financial performance of allocated academies including analysis of risks, trends and opportunities.
- Present financial insights and recommendations to academy leaders and the central finance team



- In collaboration with education and finance leaders, establish key performance indicators for financial performance and monitor progress.
- Lead on the production of the monthly VAT return for the hub
- Support with any external and internal audit visits.

Leadership:

- Lead and develop a small team of Finance Managers and assistants.
- Provide financial training and support to finance and academy staff, ensuring a clear understanding of financial processes and responsibilities.
- Foster effective communication and collaboration between academy leaders and the central finance team.
- Provide professional financial advice and support to the Director of Academies Finance, Education Directors and Headteachers to contribute to strategic plans and ensure adherence to financial policies, value for money and good procurement practice.
- Collaboration with Operational Services Teams and other operational functions to ensure financial input is included in long term planning and quality of service delivery.
- Attend and contribute to hub and national finance meetings and training sessions as needed.

ADDITIONAL RESPONSIBILITIES:

- Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security and confidentiality, reporting all concerns to an appropriate person.
- To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of our Academies.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties appropriate to the grade of the post as requested by the Director of Academies Finance.

Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.



- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

Signed:

Date:



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work
--------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<ul style="list-style-type: none"> • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Qualified Accountant status (CCAB) (part qualified will be considered)	X		X		
	Educated to at least GCSE Maths and English at Grades A-C, NVQ Level 4 or equivalent qualification.	X		X		
	Experience of working with financial procedures and controls.	X		X	X	
	Experience of budget setting and budgetary control.	X		X	X	
	Experience of month end and year end procedures and processes.	X		X	X	
	Experience of working with financial accounting packages.	X		X	X	
Skills	Ability to work effectively within a team environment.	X		X	X	
	Microsoft office skills	X		X	X	X
	Ability to effectively use and develop finance software packages.	X		X	X	X
	Ability to work to tight and competing deadlines.	X		X		X
	Ability to promote a positive ethos and attributes.	X		X	X	X
	Ability to deal with a wide range of people using multiple forms of communication.	X		X	X	X
	Ability to self-evaluate learning needs and actively seek learning opportunities.	X		X	X	X



	Ability to develop and extend working practices.	X		X	X	X
Knowledge	Knowledge of financial policies and legislation.	X		X	X	X
	Knowledge of VAT	X		X	X	X
	Knowledge of accounting practices such as prepayments and accruals	X		X	X	X
Personal Qualities	Excellent communicator.	X		X	X	
	Proactive and positive outlook	X		X	X	
Equal Opportunities	To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	X				