

**SUPPORT STAFF
JOB DESCRIPTION**

ROLE TITLE	Finance Business Partner - Haverhill or Bury St Edmunds based
CONTRACTED HOURS	28 hours per week, 52 weeks per year
GRADE / SCALE POINT – SALARY	Grade 6
REPORTING TO	Finance Business Partner Team Leader

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To work in collaboration with the central Finance team and staff colleagues across a designated collection of schools to develop and maintain cohesive finance administration and management systems which will support and enable Trust schools to deliver and sustain educational excellence.

KEY TASKS & RESPONSIBILITIES

Leadership and Management

- a) Assist the School's Senior Leadership Team in managing Finance Administration staff including induction / performance management / training / mentoring systems for these members of staff.
- b) Participate in recruitment / selection of Finance Administration staff to ensure that appropriate appointments are made.
- c) Participate in regular review of Finance Administration staff structures across the Trust to ensure that these meet the changing needs of individual schools and the Trust as it grows and develops.

Financial Management

- a) Monitor and evaluate information and consult with schools' Senior Leadership teams and Central Trust (CT) staff colleagues to prepare realistic and balanced budgets for the schools ;
- b) Submit the proposed budgets to individual schools' governors for approval and assist in the overall financial planning process;
- c) Discuss, negotiate and agree the final budgets;
- d) Oversee budget spend to actively monitor and control performance to achieve value for money making proposals for change
- e) Identify, analyse and inform Headteachers and governors of the causes of significant variance and take prompt, corrective action;
- f) Propose revisions to the budget if necessary, in response to significant or unforeseen developments;
- g) Provide ongoing budgetary information and reports to Headteachers and CT colleagues;
- h) Advise Headteachers and governors if irregular or fraudulent activities are suspected or identified ;
- i) Maintain a strategic plan which will indicate the trends and requirements of the schools' development plans and will inform planning of future years' budgets;

- j) Identify additional finance required to fund the schools' proposed future activities in the short, medium and long term;
- k) Present timely and fully costed proposals, recommendations and bids to governors, in collaboration with Headteachers;
- l) Monitor staff costs regularly and reconcile payroll on a monthly basis
- m) In collaboration with the Head of Procurement, co-ordinate procurement. Assist in putting formal contracts in place with suitable service providers and monitor effectiveness of services provided;
- n) Take responsibility for the effective management of financial administration procedures, including compliance with finance regulations, under the direction of the Head of Finance;
- o) Oversee and ensure the proper collection, reconciliation and banking of any monies received by the schools
- p) Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants;
- q) Ensure debtor invoices for incomes to the schools are raised and monitored for payment;
- r) Authorise transactions such as orders processed within school to allow Trust finance staff to process the payments;
- s) Assist with year-end preparation;
- t) Assist with DfE reporting requirements;
- u) Oversee management of 16-19 bursary funding;
- v) Allocate and record restricted funding streams into schools;
- w) Attend governor meetings as required to report on financial matters

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<p>Recognised management/business degree of equivalent related professional qualification</p> <p>Evidence of continuing professional development</p>	<p>School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management</p> <p>Member of National Association of School Business Management</p>
Literacy and Numeracy	Ability to interpret, analyse and reconcile complex financial data from a variety of sources using tools such as Microsoft Excel	
Organisational	<p>Experience of working to defined service levels, targets and key performance indicators.</p> <p>Ability to prioritise workloads effectively, balancing conflicting deadlines and achieving results and deliverables within fixed timescales.</p> <p>Ability to work effectively under pressure.</p>	
MENTAL SKILLS		
Problem Solving	Ability to review and resolve issues and follow through to satisfactory conclusion.	
Creativity / New Ideas	Continuous self-evaluation, and ability to seek improvements to processes and procedures.	
INTERPERSONAL & COMMUNICATION SKILLS		
Caring Skills	Self-motivated, dynamic individual with a flexible approach to work	
Advising / Guiding	Commitment to providing customer focused service	
Verbal and Written	Excellent standard of written and oral communication skills. Ability to hold discussions with colleagues at all levels of the Trust.	
PHYSICAL		
Level of Autonomy	<p>Strategic and hands-on approach.</p> <p>Ability to work alone or within the wider team and contribute to team discussions.</p>	