



ROLE PROFILE

Role Profile			
Job Title	Assistant Finance Business Partner		
Section	Business Support	Department	Finance
Reports to (Job Title)	Finance Business Partner		
Suitable for Job Share (Y/N)	N	If No state reason	Requirement to provide a consistent service to customers by the post holder.
Location	Remote Working and Building 2, Derriford Business Park, Plymouth	Shift Pattern	Office hours as per company terms and conditions

Job Purpose	To provide an exemplary accounting service that helps our customers do amazing things. This role is responsible for providing proactive support for the Finance Business Partner so that resource managers can make well informed decisions leading to future growth and shareholder value.
Key Competencies & Outputs	<p>You will be working as part of a supportive team providing services to one of our clients – Transforming Futures Multi Academy Trust. You will report to the Finance Business Partner and will be involved in a wide variety of finance work.</p> <p>The role is mainly working from home, so you will be using Microsoft Teams for meetings and collaborative working and SharePoint for file and data sharing. You will be highly skilled in Microsoft Excel.</p> <p>Duties include:</p> <p>Month end accruals, variance analysis and KPI reporting. Cashflow Forecasts. Assisting with monthly management accounts. Control account, bank account and payroll reconciliations, journals and corrections.</p> <p>Payment runs and ad-hoc payments, direct debits and monthly purchasing checks. Monthly VAT126 claim. IRIS Purchasing administration. Maintaining and updating fixed asset register.</p> <p>Sales invoicing, receipting and credit control. Allocating direct income. Administration and recording of pupil funding contracts.</p> <p>Assisting with budget setting and forecasting. Preparation for and participation in internal and external audits.</p> <p>Cover for other team members and other Finance duties as required.</p> <p>Occasional ad-hoc travel will be required to visit a school/site to attend Finance related meetings.</p> <p>The finance system in use is IRIS Financials version 6 and IRIS Financial Planner. The school MIS system is Arbor. System training will be provided as required.</p>

<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Accounting qualification AAT Level 3 or 4 / CIMA / ACCA with at least 2 years relevant experience.</p> <p>Self-motivated with the ability to manage and organise workload and be comfortable in a team or working alone.</p> <p>Ability to plan, prioritise and schedule tasks to accommodate ad-hoc requests alongside routine daily activities.</p> <p>Strong experience with Excel and in analysing and interpreting data.</p> <p>Demonstrates effective communication skills; both verbal and written to a wide range of audiences.</p> <p>Demonstrates the ability to meet targets/deliver to deadlines whilst work effectively under pressure.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behavior for them and their team(s).</p>