

# ROLE PROFILE

Role Profile			
<b>Job Title</b>	Finance Business Partner - Schools		
<b>Section</b>	Business Support	<b>Department</b>	Finance
<b>Reports to (Job Title)</b>	Chief Finance Officer		
<b>Location</b>	Remote Working and Building 2, Derriford Business Park, Plymouth + attendance at school sites across the Southwest as required.		

<b>Job Purpose</b>	To deliver a full transactional finance service through to the production of accounts and budgets to one of our customers - Transforming Futures Multi Academy Trust. TFT are a small specialist Trust in the Southwest serving pupils with SEND. This role is also responsible for managing the small team that deliver the service.
<b>Key Competencies and Output</b>	<p>You will be working as part of a bigger supportive team providing services to our customers and to Delt itself. You will lead the team dealing with TFT. The role requires very close and proactive relationships with the Trust Exec team.</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. You will have a proven record of leading a team and building relationships.</p> <p><b>Duties include:</b>            Production of monthly management accounts including commentary and KPI reporting.            Cashflow Forecasts.            Preparation of annual budget and in-year reforecasts, as necessary.            To undertake review, analysis, and benchmarking as part of the budget cycle.            Monthly VAT126 claim.            Internal and external audits.            To support the TFT CFO with the development of best practice Financial Regulations and Procedures and ensure the process and procedures are in accordance with the Finance Regulations set out by the Trust.            Deliver a finance business service function to Trust schools, providing staff development and training, as necessary.            Cover for other team members and other Finance duties as required.            Occasional ad-hoc travel will be required to visit a school/site to attend Finance related meetings.            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>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<b>Experience, Knowledge, Skills and Qualifications</b>	<p>Accounting qualification AAT Level 3 or 4 / CIMA / ACCA with at least 2 years relevant experience.            Self-motivated with the ability to manage and organise workload and be comfortable in a team or working alone.            Ability to plan, prioritise and schedule tasks to accommodate ad-hoc requests alongside routine daily activities.            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>Ability to manage, mentor and develop team members.</p> <p>Full driving licence</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt's 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 Delt's 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 behaviour for them and their team(s).</p>