



VACANCY BULLETIN

18 November 2019

Tyne Coast Academy Trust (TCAT) is seeking to appoint a new Finance Business Partner.

The Trust is a Multi Academy Trust (MAT), sponsored by Tyne Coast College, which comprises many of the North East's best education brands, including South Tyneside College, Tyne Metropolitan College, Queen Alexandra Sixth Form College, South Shields Marine School and more recently Monkwearmouth Academy and Redby Primary School.

Finance Business Partner – Tyne Coast Academy Trust

Permanent

37 hours per week

Management Spine Points 10 – 12

£43,958 - £46,504

Closing date for applications is Sunday 8 December 2019.

Interviews to be confirmed but expected to be held 16 December 2019

TO APPLY AND TO VIEW DETAILS OF FURTHER EXCITING OPPORTUNITIES, PLEASE VISIT www.stc.ac.uk or contact the HR Department, email on hr@stc.ac.uk or Tel: 0191 427 3583. Please quote the appropriate post reference. All positions at the College are subject to DBS clearance.

Please note if you are successful at the shortlisting stage interview details will be sent to the e-mail address you applied from.

The College is an Equal Opportunities employer. All employees have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.



JOB DESCRIPTION

JOB DETAILS

Job Title: Finance Business Partner: Academies

JOB PURPOSE

Manage a Finance Service for the Academy Trust sponsored by the College.

ACCOUNTABLE TO: Head of Finance: Academies

KEY RESULT AREAS

Finance

1. Proactively work with the Head of Finance to transform services, using a commercial mind-set to ensure strategic aims are achieved.
2. Be proactively involved in the Academy Trust Performance Management process, attending meetings with Senior Management to provide management information to support strategic decision making.
3. Support the Head of Finance and Chief Finance Officer with specific project work throughout the Academy Trust.
4. Work in collaboration with officers within the Academy Trust and advise and recommend ways to work more efficiently and effectively manage local budgets.
5. Work with the Head of Finance and Senior Managers to support the Academy Trust to drive changes and efficiencies through more proactive financial management.
6. Line manage any academy finance staff and work with colleagues to ensure the academy finance processes are undertaken timely and accurately in order to manage the day to day finance operations of the Academy.
7. Contribute to the preparation of annual budgets by working with budget holders to prepare draft budgets for schools in the Academy Trust.
8. Contribute to the preparation of the statutory Annual Report and Financial Statements, the Academy Finance Return and the Financial Forecast for the ESFA. Prepare or oversee all other statutory returns, e.g. HMRC returns, grant claims, pension returns as directed.

9. Prepare the monthly management accounts for the academy trust. Liaise with a set of budget holders to ensure they have the financial information they require to manage their budget. Work with them to provide updates and forecasts throughout the year and to be proactive in taking action to address any variances from budget that occur.
10. Ensure the integrity of academy ledgers and ensure monthly reconciliations of the bank and other key control accounts are prepared.
11. Report directly and promptly to the Head of Finance any potential, actual or suspected irregularity within the Academy financial regulations and financial management.
12. Liaise with internal and external auditors as required and assist the Head of Finance in the preparation of papers for the Finance and Audit Committees.
13. Ensure that procedures are followed for the prompt collection of debts and the payment of creditors in accordance with the Academy policy.
14. Attendance of all Academy Local Boards and relevant finance staffing sub committees.
15. Prepare reports and provide analysis on finance issues as requested.
16. To work with the Head of Finance to develop the academy trust finance systems.
17. To carry out evening Duty Manager Responsibilities as required

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Tyne Coast College and Academy Trust, it must be accepted that, as the work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College and Trust is committed to equality and diversity for all members of society. The College and Trust will take action to discharge this responsibility but many of the actions will rely on individual staff members embracing their responsibilities with commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College or the Trust can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

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HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to Health and Safety Policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the college Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The College and Trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College and Trust expects all staff and volunteers to share this commitment.

COMMUNICATION AND WORKING RELATIONSHIPS

Internal Communication/Working Relationships

Liaison with:

- Chief Executive
- Deputy Chief Executive
- Chief Finance Officer
- Principals / Deputy Principals / Directors
- Head Teachers
- Academy Budget Holders
- College Finance staff

Membership of College Groups

College Managers' Group

External Communication/Working Relationships

Liaison with:

- Internal and External Auditors
- Academy Trust and schools in the Trust
- Education and Skills Funding Agency (ESFA)
- Banks
- Customers / Suppliers

This is not an exhaustive list – it is for illustrative purposes only

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KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1	Knowledge/Experience	Assessed At
	ESSENTIAL	
1.1	Preparation of management accounts and financial reports	A/I
1.2	Preparing financial reports for budget holders	T
1.3	Experience of managing staff and track record of successful people management	I
1.4	Managing the nominal ledger and carrying out month end and year end processes	A/I
1.5	Preparing returns, e.g. VAT returns, grant claims	A/I
	DESIRABLE	
1.6	Experience of preparation of statutory accounts	A/I
1.7	Experience of financial management in an educational environment	A/I
1.8	An understanding of curriculum planning and the funding methodology	A/I
2	Qualifications	Assessed At
	ESSENTIAL	
2.1	Fully qualified member of a CCAB Accountancy Body, eg ACA, ACCA, CIMA, CIPFA	A
2.2	Evidence of continued professional development	A
	DESIRABLE	
2.3	Degree or equivalent professional qualification	A
3	Skills	Assessed At
	ESSENTIAL	
3.1	Ability to develop appropriate reports and interpret information	T
3.2	Ability to convey financial information clearly and concisely to non-finance staff	P/T
3.3	Strong interpersonal skills to deal with, and build, relationships with a variety of staff/Governors	I

3.4	Excellent communicator both written and verbal	I/P
3.5	Excellent analytical and IT skills	T
3.6	Ability to manage teams as well as work well within a team	I
3.7	Excellent organisational skills	A/I
3.8	Commercially minded, able to help transform services, drive change and make efficiencies	A/I
3.9	Proactive mentor to the team	A/I
3.10	Able to manage time effectively	A/I
3.11	Car User to travel between Schools	

Key: Assessed at
A – Application Form
I – Interview
P – Presentation
T - Test