

Job Description

Job Title:	Finance Partner
Reporting to:	Senior or Lead Finance Partner
Base:	EPM Offices, Newton Aycliffe

The Company

Avec Partnership is part of EPM whose parent Company is Citation Group. This is an excellent opportunity to join a fast-paced and acquisitive division who are leading the way in the education sector. We represent the Education Division within Citation Group with our offices based in Newton Aycliffe, and in Huntingdon, Cambridgeshire.

We are 100% dedicated to education and together our expert teams support more than 2,350 Schools and Trusts nationwide.

Technology is key to our business; however, people are at the heart of what we do. Our culture is unique and built upon the motivation and passion of our team. We encourage our employees to flourish and unleash their talent by building their confidence and providing them with the opportunities and support to empower them and realise their full potential.

Our performance in the market has been and continues to be exceptional, resulting in significant growth year after year. Our success can be attributed to our proactive, forward-thinking approach and passionate team. Our strategy is people and customers first with continual growth across the education sector.

Purpose of the Job

As Finance Partner you will provide high quality finance advisory services to our schools and academies. You will be responsible for ensuring the finance function proactively supports the best interests of the schools and academies to achieve their objectives. You will actively promote the business, generating new clients and retaining existing clients across.

This role will be suited to a high calibre and adaptable individual who is looking to develop their career further as a Finance Partner within a growing business. The ideal candidate can work flexibly across the school year, must have excellent communication skills, and be responsive to the needs of our clients. There will be travel involved in this role and the ability to travel independently is important.

Main Responsibilities/Duties of the Job

Core Responsibilities

1. To provide specialist hands on support and advice to CEO's, Headteachers, Finance Directors, Trustees/Directors and Governors in relation to a wide range of finance issues.
2. To aid in the development of multi-year financial planning and monitoring, cash-flow management and the recording of fixed assets.
3. To support clients with timely budget preparation, forecasting and monitoring.
4. To ensure that each school's financial year is closed down in a timely and accurate manner, and that underlying records to support the final accounts are accurate.
5. To produce financial reports and present these to Trust Boards and Governing Bodies.
6. To be actively involved in the production of accurate, timely monthly management information.
7. Supporting schools to ensure they have appropriate and effective financial systems in place in accordance with agreed policies and timetables.
8. Supporting schools and academies in ensuring accurate financial records are maintained.
9. Supporting schools and academies in ensuring that financial transactions in the school are carried out in an appropriate manner and that the financial regulations are observed, including all arrangements for VAT.
10. Support schools and academies in procuring services and undertaking financial evaluations to secure value for money.
11. Keep abreast of financial developments across the Educational Sector, notably in relation to the Academies Sector.
12. To ensure that CEOs, Headteachers, Trustees/Directors, Governors and Staff receive effective and appropriate advice and support on all practical aspects of financial management.
13. To be able to assist in the academy conversion process as part of a project team, providing relevant support with finance issues.
14. To build up effective, collaborative, dynamic relationships with all our schools and academies.
15. To actively seek out feedback to maintain positive relationships and professional credibility.
16. To be responsible for your own work, with support and supervision, proactively dealing with your workload in a creative and flexible working environment.
17. To work collaboratively with the HR, Governance and H&S arms of the team, to offer clients a seamless service.

Internal Broader Responsibilities

1. To develop an understanding of varying policies and procedures within schools and academies, complying with their contents and raising concerns.
2. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Person Specification

Job Title: Finance Partner	
Qualifications	
Essential	Desirable
A relevant finance qualification e.g. CCAB qualified accountant or AAT qualified with significant recent financial experience	
Experience, Skills and Abilities	
Essential	Desirable
Experience of producing complex budgets and year-end accounting	
Minimum of 2 years' experience in a similar finance role	Education finance experience
Proven experience in preparing and presenting financial information to the leadership team	
Proven experience of developing and implementing procedures to strengthen current practice	Strong commercial and business awareness
Experience working in dynamic fast paced agile environments, working collaboratively and openly with others	
Excellent communication; both oral and written, with strong interpersonal skills	
Excellent IT skills (i.e. Excel, Outlook, Word)	
Ability to prioritise and work well under pressure to strict deadlines	
Able to demonstrate careful attention to detail and ability to check all work for accuracy and quality standards	
The ability to travel independently, with full driving licence and own transport.	
Not barred from working in education settings or the subject of ongoing criminal or safeguarding investigations.	