



Bishop Bewick Catholic Education Trust

Job Description

Post Title: Finance Partner

Evaluation: A4988

Grade: N9

Responsible to: Head of Finance, Strategy & Estates

Responsible for: N/A

Job Purpose: To provide professional financial advice and guidance to a cohort of schools within the Trust to ensure a consistent approach to effective budget setting, monitoring, forecasting, and reporting in accordance with Trust requirements.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Specific responsibilities include:

- Establish strong supportive relationships with Headteachers and Business/Office Managers, represent the BBCET Central Finance team and promote the work of the Trust.
- Support the Trust finance team to ensure the smooth and effective transfer of schools into the Trust; provide advice & guidance on transfer issues and deliver training on new systems and processes to facilitate the transition.
- Assist the cohort of schools with budget planning, in year monitoring, transaction processing, procurement etc ensuring these activities are completed accurately and in line with the Trust policies, procedures and timeframes.
- Provide bespoke strategic advice for each designated setting on both long term and short-term budgets.
- Ensure schools process and record transactions in line with Trust policies and procedures (e.g. purchase orders, invoices, petty cash, income, salary monitoring etc)
- Monitor actual spend against budget and address areas of concern with the Headteacher along with remedial advice.



- Promote good practice and consistency in all aspects of financial management and support to schools.
- Help to drive efficiencies and secure value for money in schools and across the Trust; including assisting with benchmarking activities and analysis.
- Support schools throughout the year with regular on site visits during the financial cycle as well as remote support and telephone advice; provide reassurance that help is available
- Support the delivery of any time-limited special project groups across the Trust as required.
- Contribute to the review work of the finance team to continuously improve and develop effective and efficient ways of working across the Trust.
- Keep up-to-date with relevant educational issues, policies and legislative changes to understand the implications for schools and to inform professional advice and support given in response.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.