



IRONSTONE ACADEMY TRUST

Job Description

Job Title: Finance Partner

Reporting to: Chief Finance and Operating Officer

Salary/Grade: G (SCP 28-30) (Pro rata salary £29,088 - £30,297)

Hours: 30 hours TTO + 3 weeks

Location: Your usual place of work is at the IAT Trust Office, with the requirement to also visit Trust Schools.

Overall purpose of the post:

The Finance Partner will assist the Chief Executive Officer and Chief Finance and Operating Officer discharge their financial and related management duties under the Academies Trust Handbook and Scheme of Delegation.

Providing efficient and effective service characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

Main duties and responsibilities:

- Preparation and presentation of appropriate financial reports for stakeholders by making effective use of available financial tools
 - Working in liaison with the Chief Finance and Operating Officer and Senior Leadership Team in the setting and delivering the annual budget.
 - Assist the preparation of the medium-term budget plans.
- Complete Trust's VAT returns in line with relevant policies and procedures.
- Budgetary control, ensuring allocations and transfers are appropriately applied
- Operating defined financial procedures in accordance with statutory guidelines, Financial Regulations, Trust and Academy Policy and Practice
- Liaise with and respond appropriately to the Trust's auditors
- Maintain data within the Academy Financial Information System
- Monitoring cash, cashflow and bank accounts
- Reconciliation of academy accounts and bank account in line with Trust requirements.
- Submission of statistical information as required to the Trust and other agencies.
- Assist with the management of procurement procedures in relation to goods and services, ensuring the principles of 'best value' are applied and managing the relationship with suppliers where appropriate
- Managing the invoicing, collection and banking of all income to the Central budget.
- To manage monthly adjustments and assist the schools with the production of their monthly monitoring reports, feeding any issues to the relevant persons.
- Assist with year-end close down

Additional responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.