



**Role: Finance Business Partner**

**Reporting to: Chief Finance Officer**

**Contract: Permanent, full-time (37 hours per week, all year round). 8:30–4:30 Mon–Thu, 8:30–4:00 Fri**

**Salary: NJC points 34–37: £45,091- £48,226 (further pay award April 2026)**

**Location: Trust Offices (Redditch area), with travel to schools as required**

**Start date: as soon as possible**

### **Overview**

The Finance Business Partner plays a key role in delivering high-quality financial management, reporting, and support across the Trust.

Reporting to the Chief Finance Officer, the postholder acts as the finance lead for a group of schools, taking ownership of management accounts, budgets, and forecasts, and providing clear financial insight and challenge to support effective decision-making.

The role works closely with headteachers, school leaders, and central teams, acting as a key link between finance and operations, and requires travel across local school sites.

### **Key responsibilities:**

#### **Business partnering and stakeholder support**

- Build strong supportive working relationships with headteachers and school leaders
- Act as the key finance contact for allocated schools/services
- Work collaboratively with central teams (e.g. School Relationship Managers, Operations, Estates) to ensure financial decisions are aligned with operational plans
- Provide clear, practical financial advice to support planning and decision-making, and improved outcomes
- Support understanding of funding streams and the appropriate and effective use of resources
- Challenge assumptions and plans where appropriate
- Identify risks, pressures, and opportunities, and propose solutions

#### **Management Accounting & Reporting**

- Prepare accurate and timely monthly management accounts for allocated schools with clear commentary
- Provide meaningful variance analysis, highlighting key issues, risks, and required actions



- Maintain and take ownership of forecasts, ensuring they reflect current information and risks, and work with school leaders to identify and address issues, escalating where appropriate
- Complete month-end processes, including accruals, adjustments, and payroll journals
- Identify trends and areas for improvement
- Ensure schools understand their financial position, key drivers, and emerging risks

### **Budgeting and planning**

- Lead the preparation of annual budgets and multi-year financial plans for allocated schools, ensuring plans are robust and deliverable
- Work with headteachers to develop staffing and financial plans that are affordable and sustainable
- Identify financial risks and work with school leaders to develop appropriate responses

### **Financial Oversight & Control**

- Ensure schools operate within robust financial controls in line with Trust expectations
- Promote compliance with Trust policies, ESFA requirements, and reporting standards
- Maintain fixed asset registers for allocated schools, ensuring accuracy and completeness
- Liaise with auditors and support statutory and regulatory requirements

### **Other**

- Contribute to improving financial processes, reporting, and consistency across the Trust
- Identify efficiencies and value-for-money opportunities



**Person specification:**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<p>Qualified or part-qualified (ACCA, CIMA, ACA, CIPFA) or equivalent relevant experience</p> <p>Evidence of continuing professional development</p>	<p>Fully qualified accountant (ACCA/ACA/CIMA/CIPFA)</p>
<b>Knowledge, Skills and Experience</b>	<p>Strong management accounting experience, including month-end processes and reporting</p> <p>Experience of preparing and managing budgets and forecasts</p> <p>Experience of analysing financial information to support decision-making</p> <p>Experience working with and supporting non-finance stakeholders</p> <p>Experience of analysing financial information and identifying key issues and risks</p> <p>Strong Excel skills and experience of finance systems, including budgeting tools</p> <p>Ability to manage multiple priorities and meet deadlines</p>	<p>Experience working in a multi-site or complex organisation</p> <p>Experience within education, academy, public, or not-for-profit sectors</p>
<b>Skills and Behaviours</b>	<p>Strong analytical skills with the ability to interpret, explain, and draw insight from financial information</p> <p>Ability to communicate financial information clearly to non-finance audiences.</p> <p>Ability to influence and provide constructive challenge</p>	<p>Experience of supporting organisational change or improvement initiatives</p> <p>Ability to contribute to improving processes and ways of working</p>

	<p>Strong stakeholder management and relationship-building skills</p> <p>Proactive approach to identifying issues and suggesting solutions</p> <p>Ability to work independently within a structured framework</p> <p>Strong organisational skills and ability to manage competing priorities</p> <p>Professional, credible, and able to operate with discretion</p>	
<p><b>Other</b></p>	<p>Organised, flexible, and able to adapt to changing priorities</p> <p>Ability to work collaboratively and contribute to the continuous improvement of processes and ways of working</p> <p>Commitment to safeguarding and promoting the welfare of children</p> <p>Commitment to the Trust's aims and values, with integrity and professional discretion</p> <p>Willingness to travel between school sites</p>	<p>-</p>