



SEAX Multi-Academy Trust

Finance Business Partner – SEAX Central Team

Job Description & Person Specification

Job Description	
Job Title	Finance Business Partner, SEAX Trust
Grade	Scale 9 plus Fringe Area Allowance. Points 29-33. 37hpw/52wpa <i>(This is a full-time, 52-week position; however, requests for flexible working arrangements and/or a reduction in working weeks will be considered for the right candidate)</i>
Reports to	Director of Finance & Procurement, with agreed school-specific duties in conjunction with the relevant Headteacher
Based at:	Allocated Trust Schools and SEAX Trust Central Office
Liaison with	CEO, CFO, Director of Finance & Procurement, Headteachers, SLT, school finance and administration staff, Central Team, suppliers and external agencies
Job purpose	To provide effective financial business partnering to allocated schools, ensuring accurate budgeting, forecasting, reporting and financial control. The postholder will support Headteachers and leadership teams with informed financial decision-making, ensure Trust processes are followed, and act as the principal link between school finance activity and the Central Finance Team.
Key Responsibilities:	Financial planning and reporting: Prepare and maintain school budgets, monthly forecasts and medium-term plans; provide clear variance analysis and financial information to Headteachers, SLT and Trust as required. Financial control and compliance: Monitor financial procedures and controls, maintain a clear audit trail, identify anomalies or control weaknesses, and support compliance with Trust policies and external requirements. Month-end and year-end: Prepare month-end and year end, journals, reconciliations and supporting information; assist with audits. Payroll and staffing finance: Preparation and verification of payroll submission and journals, maintain staffing information in finance systems,

	and provide affordability information for recruitment and staffing decisions. Income and funding: Input, monitor and reconcile school income and funding, including grants, pupil-related funding and LA funding, lettings and other income streams; liaise with relevant local authorities and agencies where necessary. Income generation and grant applications School development: Support the development, delivery and ongoing review of the School Development Plan, ensuring that improvement priorities are appropriately costed, affordable, strategically aligned and reflected in financial planning, procurement activity and resource allocation. Financial oversight: Oversee the effective operation of purchase orders, invoices, BACS, credit cards, direct debits, subscriptions, banking and income processes, ensuring routine processing in a timely manner is completed accurately by the appropriate staff. Procurement and contracts: Support compliant procurement, best-value reviews and contract monitoring for allocated schools; coordinate school-level procurement and supplier information in line with Trust procedures. Identify opportunities for cost savings and best value. Leadership & Collaboration and school support: Advise Headteachers and SLT on the financial implications of plans and decisions; coach school staff, improve financial understanding and promote consistent use of PS Financials, IMP and other agreed systems. Ensure school-level finance practices align with the Trust's strategic objectives.
--	---

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Finance Business Partner

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	AAT Level 4, equivalent finance qualification, or demonstrable relevant experience.	✓	
	Experience of budgeting, forecasting, management reporting, payroll review and financial controls.	✓	
	Experience working in the public sector, including education or local authority finance		✓
Technology	Strong working knowledge of finance systems and Excel; experience of PS Financials, IMP, Arbor or similar systems is desirable.		✓
Literacy	Excellent reading and writing skills	✓	
Numeracy	Excellent numeracy skills and an ability to undertake accurate calculations	✓	
Communication			
Written	Ability to complete complex reports, forms and letters	✓	
Verbal	Ability to exchange verbal information clearly and sensitively with others	✓	
Languages	Overcome communication barriers with children and adults	✓	
Negotiating	Excellent stakeholder management, coaching and influencing skills, including at Headteacher level	✓	
Working with Children & Others			
SEND	Discretion, integrity and commitment to equality, diversity and inclusion	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing and coach others to do the same	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with other adults	✓	

Team work	Ability to lead a team and work effectively with a range of other adults Ability to prioritise workload, delegate and work on own initiative	✓ ✓	
Working with partners	Collaborate effectively with others working in and with the Trust/Trust academies	✓	
Information	Know when, how and with whom to share information Ability to provide timely and accurate information	✓ ✓	
Responsibilities			
Organisational skills	Excellent organisational skills Ability to work accurately with strict attention to detail Ability to remain calm under pressure	✓ ✓ ✓	
Motivational Skills	Ability to motivate others in a positive and successful way	✓	
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve complex problems independently	✓	
General			
Equalities	Understand fully and demonstrate a commitment to equality, coaching others as required	✓	
Health & Safety	Very good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/ Data Protection	Understand fully and follow procedures and legislation relating to confidentiality, coaching others where required Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others	✓ ✓	