

## **ROLE PROFILE**

**Role Title:** Senior Finance Business Partner

**School:** The Walnuts School

**Accountable to:** Headteacher

**Grade:** K

**Date:** 2 December 2016

**JE code:** JE1488

**Competency Level: 3**

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### **Purpose of job** (outline what, to whom and why)

To manage and develop the provision of accountancy, monitoring and financial advice in order to discharge statutory responsibilities on behalf of the Headteacher and to support budget managers across all the school. The post will need:

1. To support the Headteacher by providing effective, efficient, timely and robust finance support services, which both provide support for the strategic direction and change of the school and the regular management day to day.
2. To enable the Headteacher to deliver statutory responsibilities for the financial control, management and reporting of the school's financial affairs.
3. To provide advice, challenge and support to the Headteacher and Governing Body.
4. The role holder will need to work with a wide range of partners including Milton Keynes Council, other Local Authorities and other schools across Milton Keynes to develop system wide solutions; reshape and deliver cost reductions and/ or improved outcomes.
5. The role holder will be required to represent and provide advice to The Governing Body, including writing reports and presentations and contributing to meetings.
6. The role holder will need to assist in, influencing and implementing changes as part of enabling the school to operate effectively within the constraints of their budget.
7. To help deliver change programmes and projects as required by the Headteacher and Governing Body.

**Key Objectives** (list what outcomes are essential)

1	As a member of the senior management team, contribute to the overall strategic and operational management of the provision of Financial Services to the school.
2	Manage, motivate and develop the staff within the team providing support to ensure that priorities are identified, objectives achieved and to enhance its overall level of performance and morale.
4	To support Headteacher and Governing Body to improve their performance through the provision of financial advice relating to planning, control, process and management issues, as outlined in the role.
5	To maintain a comprehensive financial support function which delivers good financial outcomes in relation to the management of a budget of £7million plus.
6	To ensure that the financial support takes account of short, medium and long term budget requirements to deliver the schools requirements and improvement plan.
7	To ensure that budget pressures are managed by Headteacher and Governing Body within the overall budget, including developing strategies to mitigate emerging pressures. In doing so the SFBP will provide appropriate financial advice and support to the budget mangers and senior leadership team.
8	Provision of financial advice to support projects assessing business options; including interpreting/analysing complex financial and non financial information, and communicating findings/recommendations to colleagues at all levels in order to support and make decisions.
9	To ensure that robust financial management systems and processes are in place, whilst seeking opportunities to streamline/e-enable and transform them.
10	In liaison with the Headteacher and Governing Body develop the improvement of financial awareness of non finance managers and staff.
11	To manage Finance projects assigned by the Headteacher and/or Governing Body.

## **Customer & Partners**

Responsible for:

1. Developing and maintaining effective partnerships and relationships, both internally and externally to enable transformational change and to manage and resolve issues.
2. Ensuring that the needs of service users are met by demonstrating behaviour which fosters equality of opportunity in service provision and employment.

## **Managing People**

Responsible for:

3. Demonstrating Milton Keynes Council's leadership competencies – providing purposive and positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Managing people in an inclusive way to deliver strategic and operational objectives.
4. Ensuring that effective arrangements are in place to secure the overall well-being and the health & safety of all employees.
5. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and others, and to comply with the policies and procedures relating to health and safety within the school.
6. To lead, motivate and develop the staff of the team to ensure its objectives are achieved and to enhance its overall level of performance and morale.

## **Performance, Finance and Risk**

Responsible for:

7. Managing a performance culture that delivers results through rigorous challenge, disciplined execution and continual improvement. Managing the improvement of performance by ensuring that resources are targeted on business priorities and meeting the school's needs.
8. Improving the overall management of resources (financial, human and other). Discovering new ways to reduce the cost of services to the school and their overall productivity and value for money through a range of approaches, including: the strategic re-design; the use of business and operational process improvements; the smarter use of supply (through out-sourcing, co-sourcing and in-sourcing where appropriate); the better use of demand management; and improved asset management.
9. Ensuring that effective risk management arrangements are in place to minimise the school's exposure to risk and uncertainty.

**Work Profile** (outline the main areas of responsibility and accountability and competencies)

The role holder provides professional financial guidance to the Headteacher and Governing Body.

The role holder should have an understanding of how schools, local government and the private sector works, including the specific complexities of special school finance, local government finance and statutory requirements, and the major influences and challenges it faces.

The role holder must have proven staff leadership and management experience, be able to inspire and influence internally and externally and be committed to working in a collegiate manner sometimes in a pressurised environment.

The role holder must be able to communicate, both written and oral, complex financial issues to colleagues and governors, and non-financial managers, and have the ability to analyse and address complex issues including the need to deliver different support to different teams.

**Job Context** (attach the organisation chart(s) relating to the role)

Working in a school environment to deliver accurate financial management information, costed and accurate budget proposals and ensure timely closure of the statutory accounts.

There is continual change and transformation and there is a need to be innovative and responsive to and an advocate for change.

When working with external partners the job holder must be able to build effective relationships to deliver their work requirements through effective communication with external partners. This will involve listening and understanding the partner's circumstances whilst articulating and ensuring the authority's position is understood; working collaboratively to achieve the desired outcomes.

When dealing with the external auditors the job holder must be able to explain the schools position in respect of technical accounting scenarios providing the context to the auditors to ensure their full understanding of the arrangements, approach and treatments that have been applied.

## PERSON SPECIFICATION

In this section the **Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant** knowledge and skills gained through practice and/or qualification sufficient to fulfill the role requirements

**Extensive** knowledge and skills gained through practice and/or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

PERSON SPECIFICATION	Examples specific to role	Required		Level			Method of Assessment application form, interview, testing, reference
		Essential	Desirable	Awareness	Significant	Extensive	
<b>SKILLS AND KNOWLEDGE</b>	Be a qualified CCAB Accountant, with post-qualification experience	✓					
<b>Technical knowledge and qualifications</b>	Graduate Post qualification development		✓ ✓				
<b>Planning and organising work</b>	The role holder must be able to explain complicated and technical information in a manner that can be understood by others with different levels of knowledge on the subject.	✓					
<b>Planning capacity and resources</b>	The role holder must be able to organise and deliver under time pressures managing resources effectively.	✓					
<b>Influencing and interpersonal skills</b>	The role holder may need to persuade and influence others, such as Headteacher to provide information within strict timescales. The role holder must be able to explain why the information is required, and how it will benefit them to co-	✓					

	operate.						
	The role holder requires good communication and management skills to manage the staff in their team. They must be able to explain why certain tasks need to be done, and persuade them of the benefits, for example, of having to take on more or different work.	✓					
	Be able to influence others						
<b>PROBLEM-SOLVING</b>		✓					
<b>Using initiative to overcome problems</b>	Ability to apply innovative and creative thinking to complex service challenges Ability to analyse and address complex issues including the need to deliver different support to different service elements Ability to deliver high quality solutions within a highly pressurised environment	✓ ✓ ✓					
<b>Managing risk</b>		✓					
<b>Managing change</b>		✓					
<b>ACCOUNTABILITY and RESPONSIBILITY</b>							
<b>Undertakes tasks without</b>							

<b>supervision</b>							
<b>Managing people</b>	Experience of managing and development staff Have proven staff leadership and management experience Ability to inspire and motivate a range of employees and generate a positive working environment	✓ ✓ ✓					
<b>Managing financial resources</b>	Have experience of financial planning in a complex organisation Have experience of financial control in a complex organisation Have experience of financial reporting in a complex organisation Have experience in the development of financial processes Have a knowledge of school funding Have a knowledge of special school funding	✓ ✓ ✓ ✓ ✓	✓				

**CORPORATE SAFEGUARDING STATEMENT – All post holders must be committed to applying and upholding the School’s Safeguarding Policy Statement.**

**Other information e.g.**

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Service Director	
Print Line Manager	Print Service Director	Date