

Position Description

Finance Business Partner

OVERALL PURPOSE OF THE POSITION

Reporting to the Finance Manager and working closely with all members of the Finance Department this position is integral to the day-to-day functioning and reporting of the Department. This position is responsible for creating a trusted partnership between Finance and both Operational and Educational Departments, helping to deliver a seamless Finance function to the school. The Senior Finance Business Partner will provide financial and analytical support and is an integral part of the school budgeting and forecasting process and day to day operations.

PRIMARY DUTIES & RESPONSIBILITIES

The Senior Finance Business Partner role includes, but is not limited to, the following accountabilities:

Performance Management & Reporting

- Assist in the month end close process and liaise with accountants to ensure the month end process and close timetable is upheld
- Validate and ensure P&L accuracy and completeness
- Monthly preparation and financial review of profit and loss and balance sheet
- Draft the monthly management reporting pack
- Monthly reporting on all Cost Centre P&Ls to Department Heads
- Business partner with Department Heads to ensure they understand their financial results; respond to any business enquiries
- Monthly analysis on fees and payroll costs
- Prepare and report operating KPI's
- Develop and enhance financial planning and analysis processes, ensuring accuracy, efficiency and alignment with the Schools' goals
- Establish and maintain robust financial reporting frameworks to monitor and communicate performance against targets
- Provide insightful analysis and recommendations to drive informed decision making at all levels of the School

Budgeting & Forecasting

- Key member of the annual budget preparation team, including detailed bottom-up calculations
- Liaise and assist all Department Heads with the preparation of their annual budget, consolidating these budgets into the School budget
- Prepare quarterly forecasts including detailed bottom-up calculations
- Collaborate with key stakeholders to develop strategic financial plans, budgets, and forecasts
- Assist in the development and management of models to support the above

Finance Systems (including Workday Adaptive or other analysis tool)

- Report regularly on all current system projects to the organisation; log, manage and resolve all user problems with the system
- Identify, analyse and resolve monthly reporting issues, and identify and implement solutions

- Be responsible for delivery of Workday Adaptive (or other analysis tool) development projects
- Arrange, test and implement upgrades and maintenance of Workday Adaptive (or other analysis tool)
- Support implementation of new financial system as required
- Train new users as required

Treasury & Cash Management

- Complete weekly cash flow forecast and monitor cash and debt balances
- Complete month end processes required for debt
- Complete long range debt forecasting
- Maintenance and reporting of debt covenance
- Monitor and control operational expenditure
- Review and authorise Accounts Payable payment runs

Finance Department Tasks

- Assist in the month end close process
- Balance sheet reconciliation preparation and review as assigned
- Preparation of accurate and timely analytical data as requested
- Comply with internal policies and procedures. Assist with the regular review of internal controls, policies, and procedures, as well as the ongoing monitoring of compliance throughout the School. Report appropriately on any breaches detected.
- Identify areas for process improvements and efficiencies within, and related to, Finance and assist in implementing ideas that have been approved
- Support the roll out of process improvements
- Provide support to the Finance Department and work collaboratively with all members of staff
- Other duties as required

SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Minimum 8-10 years previous experience in accounting roles are a must
- Work experience in a similar environment is preferred although not essential
- Forecasting and budgeting in a large organisation
- Strong excel and business intelligence reporting capability
- Current knowledge of accounting principles, best practice, computer applications for accounting, management accounting
- Aware, or committed to becoming aware, of government legislation and policy as it affects the non-government school environment. The appointee will need to remain up to date with changes in legislation.
- Aware, or committed to becoming aware, of legislation and policy as it affects charities and DGRs. The appointee will need to remain up to date with changes in legislation.

ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker
- Innovative/creative personal style, with strong problem-solving skills
- Self-assessing to ensure consistency in achieving high performance of projects and strategic plans
- Exceptional personal standards of honesty, integrity and professionalism
- Strong motivation, influencing and team building skills

- Strong analytical skills, accuracy, and attention to detail
 - Excellent time management, capable of prioritising tasks
 - Highly refined communication skills, both written and oral
 - Excellent presentation skills
 - Ability to support the Christian values and ethos of the School
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
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QUALIFICATIONS

- Minimum CA/CPA
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Finance Director
The Immediate Manager:	Finance Manager
This position:	Senior Finance Business Partner

APPROVAL

This position description accurately details the primary duties and responsibilities of the Senior Finance Business Partner.

Approved by Director of Finance in March 2024.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: [candidate name]

Signature of Staff Member: [acceptance status]

Date: [acceptance date]