



JOB DESCRIPTION

Finance Business Partner

WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Finance Business Partner
REPORTING TO:	Deputy Director of Finance
RESPONSIBLE FOR:	N/A
HOURS:	36 hours, 52 weeks per year
GRADE:	Business Support 35-38 (£37,421 to £40,731)

KEY RESPONSIBILITIES

1. The role supports the Deputy Director of Finance in delivering a finance business partnering service to the College. This includes preparing, reviewing and analysing financial information and reports, and liaising with budget holders to understand variances, identify corrective actions, and produce forecasts for the year.
2. Being responsible for the administration of the finance system and supporting the smooth delivery of business operations through the maintenance of the purchase to pay and procurement workflow
3. Assisting in monitoring and reporting of major capital projects to relevant stakeholders and timely reclaiming of grant expenditure.
4. To improve cost and income monitoring, and in particular will support key budget holders in planning and monitoring their budgets.
5. The role is integral to improving the financial management and performance of the College.

MAIN RESPONSIBILITIES

1. Preparation of financial reports

- Support the Senior Accountant in the preparation of the robust, accurate, and timely, monthly management accounts.
- Identifying variances and items for further investigations.
- Undertaking review and quality assurance processes for the monthly accounts pack.
- Drafting written commentaries explaining variances.
- Support the Senior Accountant in year-end processes including account reconciliation, year-end adjustment and analysis.

2. Financial Planning support

- Undertake monthly forecasting of Income, pay and non-pay

3. Budget holder support

- Holding monthly management account meetings with budget holders to review variances, assess in relation to non-financial data, and agree action plans to remedy variances. Review budget holder forecasts and identify sensitivities affecting forecasts
- Ensure adherence to financial regulation, help to embed procurement policy, and ensure value for money
- Provide support to budget holders in managing budgets, including developing ad-hoc reports for budget holders and following up on budget queries
- Work with budget holders in developing cost-improvement programmes
- Build relationships and develop an excellent understanding of budget holders area of delivery to improve the understanding and quality of financial reports and commentaries.
- Support budget managers in the development and delivery of business cases

4. Income, cost and spend analysis

- Analysing Income, spend and cost trends across pay and non-pay areas, comparing to non-financial data, benchmarking to other Colleges, and identifying opportunities for savings
- Be responsible for the monthly payroll analysis and reporting

5. System maintenance & development

- Be the system super user and responsible for system maintenance and administration
- Support the Deputy Director of Finance and Senior Accountant in developing reports for internal use and supporting budget holders

6. Leadership

- Demonstrating leadership by example, including a commitment to the goals and objectives of the department, and supporting staff in their delivery
- Demonstrate a customer-focussed approach in delivering support to staff and budget-holders
- Deputising for the Senior Accountant as required

7. Other

- Maintain good knowledge and awareness of changes in FE funding streams including ESFA and GLA. Disseminate knowledge as appropriate to staff and budget holders.
- Maintain knowledge of College accounting procedures, financial regulations and external reporting requirements.
- Supporting the Deputy Director of Finance in ad hoc tasks and projects of comparable level to role and showing flexibility and agility in working across the finance function.
- Maintain professional standards within the Financial Management team

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Part/ Qualified accountant with three years' relevant experience	E
	Educated to degree or equivalent level	D
	Attendance at training and updating events relevant to finance during the past two years	D
Previous experience/job knowledge	Experience of producing management accounts, variance analysis and financial reporting (Income & Expenditure, balance sheet, cashflow etc)	E
	Experience of Financial planning especially monthly forecasting of Income, pay and Non-pay	E
	Experience of supporting budgetholders and Finance users cross organisation	E
	Experience of contributing to strategic and/or operational plans	D
	Experience of writing financial commentary	D
	Experience of participating in preparation of year end audits	E
	Experience of monitoring and claiming capital grant expenditure against external stake holders.	D
	Experience of system maintenance, workflow monitoring and supporting finance users	E
	Experience of working collaboratively with various stakeholders	E
	Experience of monitoring and claiming capital grant expenditure against external stake holders.	D
	Experience of working in the FE Sector	D
Skills (Competencies and Aptitudes)	Accounting skills including being able to identify, articulate and evaluate key risks and assumptions in reaching conclusions	E

	Able to report findings in a clear and concise manner	E
	Microsoft Office skills including advanced Excel	E
	Manages highly complex, confidential and sensitive issues on behalf of the College	E
	Excellent interpersonal skills including the ability to communicate to all levels of non-finance staff across the organisation	E
	Managing own workload and priorities and able to work to tight deadlines	E
	Understanding of good financial governance	D
	Maintaining high professional standards of behaviours	E
	Excellent organisational, administrative and excellent financial management skills	E
	Ability to work under pressure and meet deadlines and targets	E
	The ability to forge and sustain good working relationships with colleagues and external agencies	E
Other factors/ additional requirements	An understanding of safeguarding and a commitment to creating a safe learning environment.	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
	Confident, self-motivated with a committed approach to work.	E