



**Brighter Futures Learning
Partnership Trust**
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Job Description

JOB TITLE: Primary Finance Lead

BAND: Grade 8, Scale Points 22-28 (£28,177 - £32,736 per annum)

RESPONSIBLE TO: Chief Finance Officer & Brighter Futures Learning Partnership Trust

Overall Responsibility:

- To assist the Chief Finance Officer in:
 - The preparation of monthly management accounts, including KPI's
 - Setting and monitoring primary school budgets
 - Establishing and supporting the development of proper accounting methods and workflows across the primaries
- Developing effective professional relationships with all key stakeholders including Trustees, Local Governors, colleagues, and external agencies
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out professional duties and responsibilities
- Supervision of members of the central team, including line management.

Main Duties:

- Leading in the preparation of timely and accurate monthly management accounts
- Leading on the yearly budgeting process and working with the wider finance team to review budget performance against forecasted spend
- Processing of monthly payroll journals
- Performing balance sheet reconciliations
- Preparing monthly budget analysis information
- Production and analysis of figures for stakeholders
- Processing of purchase orders and invoices when required
- Receipts, banking and associated journals
- Dealing with audit queries, internal and external
- Providing reporting and variance analysis and associated reporting
- Identifying and involvement in any system/process improvements
- Identifying and preparing inter-school recharges
- Reconciliation of payroll and associated costs as required
- Participate in training and other learning activities and performance development as required
- To undertake such other duties commensurate with the grading of the post as requested by CEO/CFO

Other Responsibilities:

- As accountancy knowledge and experience develops, may be deployed to support other schools joining the Trust as part of a due diligence process
- Play a full part in the life of the Trust community, and support its distinct ethos
- Follow and actively promote the Trust's policies and procedures
- Comply with the Trust Health and Safety Policy and undertake risk assessments as appropriate.

Personal Development:

- Actively pursue own personal and professional development.
- Attend courses that will further the candidate's knowledge in a school-based area with attention to the candidate's chosen path.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust

• Demonstrate a willingness to learn with and from colleagues	✓	
• Adhere to the Trust's Code of Conduct	✓	

How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Completed application forms should be sent to: vacancies@brighterfutureslpt.com

Applications should be received by 9am on Thursday 8th August 2024.

Interviews will be held on Tuesday 13th August 2024.

Good luck with your application.