

Job description

Job title: Finance and Business Consultant

Reports to: Finance and Business Manager

About School Business Services

As a market leader in providing education support services across the UK and overseas, the SBS portfolio encompasses the full spectrum of finance, MIS, HR and payroll services. Our professional teams have an excellent reputation within the education industry for their education and wealth of experience, and are considered an indispensable asset to the schools we support every day.

Principal Job Role

To provide high quality strategic advice and guidance to our customers. The post holder will be joining a professional team of experts, working independently in a variety of schools and academies with an expectation to deliver a high standard of expertise in strategic financial management. This role will be working in a selection of maintained, academy or free schools. The workload is varied and is blended to suit the customer. This position requires someone who can fit into a variety of situations, listen, understand and interpret information in a calm and consistent way, providing solutions, advice and guidance, ensuring our customers feel supported every step of the way.

Duties & Responsibilities

1. Understand education strategic direction and provide leadership in strategic and financial planning
2. Prepare and contribute towards short, medium and long term financial plans
3. Advise on the most effective use of resources
4. Advise on contract and risk management
5. Provide clear financial information, advice and guidance to Headteachers, Board of Governors/Trustees
6. Prepare and submit statutory returns
7. Prepare and submit annual budgets to LAs/EFSA as appropriate
8. Prepare and submit monthly management accounts and attend meetings where required to discuss the financial position of the establishment
9. Meet with auditors where required
10. Perform admin reviews to improve resource efficiency
11. Carry out independent verification of private fund accounts
12. Provide training in financial processes, systems and management
13. Ensure regularity, propriety and value for money is achieved through the management of public funds
14. Ensure delegated financial authorities are respected
15. Provide advice and guidance on fit for purpose policies and procedures
16. Provide support, guidance, information and challenge to schools and academies
17. Manage customer and team relationships in a professional manner

18. Provide advice and guidance on procurement and tenders
19. An understanding of education finance trends is required to ensure you have up to date knowledge to communicate to our schools and academies
20. Responsibility for keeping up to date with current changes in education legislation and guidance
21. Build and maintain strong relationships with customers and colleagues, anticipating and managing concerns and ensuring key people are engaged. Any concerns must be reported to the Finance and Business Manager immediately.
22. Maintain accurate records, ensuring that all information relating to schools is kept confidentially and filed in accordance with SBS guidelines
23. Ensure communication flow with Finance and Business Manager for additional work carried out that exceeds the customer's contract.
24. Time management of workload and managing expectations of our customer's contracts.
25. Identify new opportunities within the Education Sector and discuss with Finance and Business Manager.
26. Provide support and advice to other team members as required.
27. Attend and contribute to all team/office meetings.
28. Maintain level of personal skills and knowledge through CPD.
29. Finance systems used include PS Financials, Sage, FMS, RM, Corero (training can be provided)

Any additional duties commensurate with the post as specified by the Finance and Business Manager