



Finance Manager

Type: Permanent, 25 hours per week
Location: Cranfield MK43 0BT / WFH

About Partnership Education Limited

Partnership Education delivers technology solutions to schools. We pride ourselves on our integrity and embody the education sector ethos and spirit, which is to understand we are all part of a larger supply chain, paid for by taxes, for the benefit of educating young people.

Our core values are:

1. Be a stable and financially secure business
2. Provide outstanding ICT Support Services
3. Be a nice company to work for
4. Provide value to the wider community
5. Be a green, sustainable company

Partnership Education's majority shareholder is an Employee Ownership Trust, making each employee a shareholder and owner of the business.

Overview of the Role

The successful candidate will lead the finance function to ensure that high standards of control and accountability are in place. The Finance Manager will:

- work as part of the Senior Management Team to make informed decisions that align with the short, medium and long term business goals
- manage the finance operation and be responsible for prudent financial planning and budget forecasting
- monitor performance against budget and meeting all statutory requirements

Main Duties and Responsibilities

1. Support the Managing Director and Senior Leadership Team with strategic and scenario financial planning
2. Manage all finance department operations
3. Produce monthly management accounts, with commentary and reconciliation of financial information
4. Month end processes
5. Compilation of annual budgeting and reforecasting.
6. Maintain financial analysis dashboards and reports for management
7. Assessing performance against both the budget and long-term strategy, providing financial input into key operational decisions
8. Ensuring financial and operating information is presented to the Board to provide a clear overview of business performance

9. Leading cash and working capital management and managing the treasury requirements of the business to best effect. To ensure HRMC payments, corporation tax and any tax liabilities.
10. Ensure business meets all financial statutory and compliance obligations.
11. Developing and managing robust financial systems and controls and taking responsibility for finance policies
12. Ensure all aspects of payroll, including PAYE, Superannuation, NI and Benefits in Kind are properly administered
13. Liaise with Auditors during audits and internal scrutiny and to ensure timely preparation of year end accounts and financial statements

Professional

To keep up to date with legislative changes, current trends and best practice, and participate in mandatory training

To adhere to Partnership Education Limited policies and procedures at all times, including confidentiality and data protection

Note:

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Skills

Education and Industry Experience

Degree or equivalent accounting qualification – AAT, ACCA, ACA, CIMA

Experience of strategic planning, budget setting, financial monitoring and financial reporting

Knowledge and Abilities

Good understanding of spreadsheets and financial software

Strong customer focus and high levels of professionalism

Experience of working effectively with internal and external partners

Personal Requirements

Proactive, self-motivated and ability to act on own initiative

Strong interpersonal skills with a positive approach and committed to Equality, Diversity and Inclusion principles

Ability to work across a broad range of tasks and prioritise to achieve deadlines

Quality approach and meticulous attention to detail

Ability to demonstrate high standards of integrity, confidentiality and reliability

Equal Opportunities

Partnership Education Limited is an Equal Opportunities employer and applicants are selected solely on the basis of their relevant aptitudes, skills and abilities. No applicant shall receive less favourable treatment on the grounds of sex, marital status, civil partnership status, trans-gender status, pregnancy, maternity, colour, race, nationality, ethnic origin, religion, belief, sexual orientation, disability, age. This is not an exclusive list.