

<b>Job Title</b>	<b>(Senior) Finance Business Partner</b>
Line Manager	Director of Finance
Salary Range	Competitive - dependent on experience
Hours	40 hours per week. Mon-Fri, 8.30-5.30. Year-round contract
Location	Repton. With travel to Repton Prep and wider Repton Family of Schools within the UK
Benefits	Occupational Pension Scheme Complimentary Sports Centre membership (including family) Holiday allowance 5 weeks plus bank holidays plus Christmas closedown
<b>Role Overview</b>	
<p><b>Purpose of the Role</b></p> <p>The (Senior) Finance Business Partner ((S)FBP) is a qualified finance professional supporting the Director of Finance in overseeing all financial operations. This senior role requires integrity, accuracy, discretion, and understanding of financial management in an educational environment.</p> <p>The postholder will build strong relationships across the Repton family of UK schools, developing a clear understanding of each school's financial operations and providing tailored support and guidance. They will promote best practice, encourage collaboration, and help embed consistent, high-quality financial management across the group. A positive, proactive approach and strong technical expertise are essential.</p>	
<p><b>Finance Processes</b></p> <ul style="list-style-type: none"> <li>• Oversee accurate billing, including bursaries and scholarships.</li> <li>• Oversee the bursary application process, liaising with admissions team where necessary, ensuring clear visibility of current and future remissions.</li> <li>• Ensure compliance with data protection, confidentiality, and IT security policies.</li> <li>• Support finance and treasury activities for sporting clubs and related organisations.</li> <li>• Manage relationships with banks, auditors, and other external stakeholders.</li> </ul>	
<p><b>Financial Planning, Budgeting, and Reporting</b></p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Own finance-related timetables and ensure they are shared with relevant teams.</li> <li>• Review and challenge budgets, forecasts, and multi-year plans.</li> <li>• Coordinate monthly reforecast/outturn process, providing commentary on expected results and any deviations to budget.</li> <li>• Support decision-making with clear analysis, scenario modelling, and recommendations.</li> <li>• Work with school finance leads to ensure consistency and accuracy in financial data, reporting, and performance metrics.</li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>• Coordinate the annual budget process for UK schools, ensuring alignment with group strategy and local priorities.</li> <li>• Work with budget holders to ensure understanding of reports, identifying variances to budget and providing commentary, where appropriate.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Coordinate and support the production of monthly management accounts and commentary, ensuring all month end timeframes are met.</li> </ul>	

<ul style="list-style-type: none"> <li>• Consolidate group-wide results and highlight risks and opportunities.</li> <li>• Manage VAT effectively and uphold the integrity of group reporting.</li> </ul>
<p><b>Governance, Controls, and Compliance</b></p> <ul style="list-style-type: none"> <li>• Coordinate the annual audit process and support the schools in preparing for audits.</li> <li>• Ensure timely completion of all audit follow-up actions.</li> <li>• Ensure that financial controls and procedures are understood and consistently applied.</li> <li>• Ensure policies (e.g. for spend approvals, expenses, procurement) and processes are robust, fit for purpose and being followed by all staff.</li> <li>• Promote transparency, accountability, and compliance with legal requirements.</li> <li>• Ensure Companies House and Charities Commission filings are accurate and up to date</li> </ul>
<p><b>Building Relationships and Understanding Schools</b></p> <ul style="list-style-type: none"> <li>• Develop a detailed understanding of each school's financial operations and challenges.</li> <li>• Build trusted, collaborative relationships with school teams.</li> <li>• Spend time on sites to observe practices and identify value opportunities.</li> <li>• Serve as a key link between local finance teams and the central Repton finance function, ensuring efficient communication and shared understanding.</li> </ul> <p><b>Promoting Repton Best Practice</b></p> <ul style="list-style-type: none"> <li>• Champion Repton's financial standards, policies, and frameworks.</li> <li>• Share effective practices to promote consistency and excellence.</li> <li>• Support alignment of systems, reporting, and processes across schools.</li> <li>• Enable schools to benefit from group-wide tools and central expertise.</li> </ul>
<p><b>Coaching, Mentoring, and Developing Finance Teams</b></p> <ul style="list-style-type: none"> <li>• Coach and mentor finance teams to build capability, technical skills, and confidence.</li> <li>• Provide guidance on interpreting financial information, setting budgets, and managing resources effectively.</li> <li>• Facilitate professional development and peer learning activities.</li> <li>• Support the implementation of robust financial processes to realise efficiencies.</li> </ul>
<p><b>Collaboration and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Drive continuous improvement in finance processes, systems, and communication.</li> <li>• Encourage collaboration and shared problem-solving across finance teams.</li> <li>• Identify opportunities for efficiency, automation, and better reporting.</li> <li>• Lead or support transformation projects within the finance function.</li> </ul>
<p><b>Person Specification</b></p> <p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Fully qualified accountant (ACA, ACCA, CIMA, or equivalent).</li> <li>• Significant experience in financial management, business partnering, or multi-site operations.</li> <li>• Strong background in budgeting, forecasting, and analysis.</li> <li>• Demonstrated experience coaching and developing teams.</li> <li>• Experience in the education, charity, or not-for-profit sector (desirable).</li> <li>• Comfortable using a range of IT systems and tools.</li> </ul> <p><b>Skills &amp; Attributes</b></p>

- Highly motivated, energetic and committed to high standards, with clear goals for their personal and professional development.
- Strong interpersonal and relationship-building skills with a collaborative, supportive approach.
- Excellent analytical and problem-solving skills, promoting practical solutions.
- Skilled communicator, able to present financial information clearly to non-financial audiences (both verbally and in writing).
- Approachable, empathetic, and able to build trust at all levels.
- Resilient, well organised, proactive, and able to balance strategic and operational demands.
- Aligned with Repton's values and committed to promoting excellence and best practice.

#### **Additional Information**

##### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

##### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

##### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

##### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>