****

**Job Description**

**Finance and Business Manager**

Accountable to: The Headteacher

Full Time/52 weeks a year

Member of the leadership team

Salary – £52,207- £57,590 L12 – L16

**Job Purpose**

* To give strategic vision to all aspects of finance, income generation, HR, premises and provision of IT
* To lead the effective provision and operation of the School’s financial management including forecast planning and procurement
* To lead the effective provision of HR and safer recruitment responsibilities within the School
* To drive best value in all School operations and contracts

**Job Description**

|  |  |
| --- | --- |
| Responsible for: | Leadership responsibility for the welfare of all support staff and direct line management of:   * Senior Finance Officer * Site Manager * HR Manager * IT Systems Manager * Development Manager |
| Principal Responsibilities | Support the Accounting Officer in ensuring that the Academy operates good financial governance in line with the requirements of the Academies Financial Handbook.  Lead responsibility in the following areas\*   * Finance * Procurement * Human Resources * Legal Issues * Development of the school site (including health and safety and environmental issues) * IT and Information Management, and Data Protection   Lead contact for:   * Catering contractor * Sports Centre management company * School uniform provider   *\*supported by a range of professional advisers and staff to enable the post holder to carry out these duties.* |
| School leadership and governance | * Support the school in setting and achieving its overall vision and play a full part in leading the staff towards that as a member of the senior team * Provide leadership and management to all non teaching staff as the school's leading support staff professional * Attend leadership team meetings and represent the support staff community * Lead on and coordinate the preparation and monitoring, updating, and reporting of policies and the risk register * Plan and manage change in accordance with the school development plan * Fulfil the role of DPO and lead on compliance with GDPR * Attend Governors Steering Group and Resources committee meetings |
| Finance | * Be the main point of contact on finance matters with the EFA and auditors and provider of financial advice to the Headteacher and Governors. * Ensure that good financial governance operates in line with the requirements of the Academies Financial Handbook – in particular regularity, propriety and the achievement of good value for money. * Ensure that the School has appropriate financial systems in place and manage all aspects of the school’s financial systems in accordance with agreed policies * Ensure that accurate and transparent financial records are maintained * Ensure that financial reporting to the Headteacher, Governors and budget holders is carried out regularly in accordance with agreed timetables * Ensure training is routinely provided to new budget holders, when required." * Ensure that medium and longer term budget forecasts are prepared and presented to the Headteacher and Governors * With support from financial advisers, co-ordinate the completion of the annual report and accounts in accordance with EFA guidance. * Lead and co-ordinate the annual budget setting process and regular monitoring for all budget areas. * Liaise with external auditors and internal auditors to ensure that agreed audit recommendations are implemented within agreed timeframes. * Ensure that the Academy has adequate and effective insurance policies in place and that claims are dealt with in a timely manner. |
| Procurement | * Ensure goods and services are procured on a value for money basis within the context of regulatory frameworks and legislation * Lead on all aspects of the tendering process * Lead on the arrangement and monitoring of all service contracts and service level agreements * Ensure that licences and registrations are applied for and renewed as required |
| HR, Legal and Safeguarding | * Be the principal adviser on HR, legal matters and safeguarding related to areas of responsibility (assisted by service providers where appropriate). * Lead on the development of HR strategy and employee related policies and procedures. * Ensure that all required safeguarding procedures and checks are carried out for areas of responsibility * Procure and manage the HR and legal advisory service contracts for the Academy to ensure that the Headteacher and staff have access to appropriate professional advice on Human Resources and legal issues. * Maintain an overview of the recruitment process and lead on support staff recruitment * Maintain an overview of staff absence management and lead on any remedial action required * Carry out monthly check on payroll changes and amendments * Monitor policies related to HR and Safeguarding |
| Development of the School Site | * Through the Site Manager, ensure that there is a rolling programme of maintenance and improvements across buildings and resources * Lead on maintaining a rolling programme for capital building work * Lead on the capital bidding process to the EFA and identifying other sources of funding for capital work * Ensure continued improvements to school security systems |
| Health and Safety | * Oversee the work of the Health and Safety Officer |
| IT | * Lead on the development of the IT strategy in support of the education and operational needs of the school. * Ensure a programme of improvement and maintenance to IT hardware * Oversee the procurement and management of contracts for the provision of IT infrastructure, systems and licences. * Act as the lead for Data Protection and Freedom of Information issues. |

# It is recognised that the job profile reflects a wide variety of managerial accountabilities and it is understood that not all applicants will have experience of every area.  Please make it clear in your application if you feel you have any skills shortages for which professional development will be required.

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level for this post.