***Job Description***

**Post Title: Business Manager (Full Time Permanent)**

## Salary: Grade L Pay Points 43 – 49 (£38,237 - £43,821 per annum)

**Contractual Hours: 37 hours per week, all year round**

**Reporting to: The Principal**

# Line Management Responsibilities: Finance team and the support staff function

**Main Purpose of the job:**

The Business Manager is responsible for all aspects of financial management and resources. You will work with the Principal, Senior Leadership Team and Governors to drive the continued financial success, marketing and growth of the Academy.

**Main Responsibilities:**

* Managing the financial function of the Academy
* Financial planning and development including risk management
* Implementation of financial procedures
* Identification and the administration of additional funding streams to enhance the growth and facilities of the Academy
* Identifying growth opportunities for site and community facilities
* Line management of premises, catering, cleaning and other appropriate support functions.

# Management and Leadership

* Be responsible for planning, developing and maintaining the financial, management and administrative systems within the Academy.
* Attending all Senior Leadership Team Meetings.

Attending Full Governing Body and appropriate committee Meetings

* Management of all School Licences.
* Being a full member of the Senior Leadership Team by contributing to the development and implementation of policies and procedures with particular responsibility for Finance, resources and data.
* Management and line management responsibility for premises and health and safety including the work of the site and community manager.
* Undertake, with authority, any professional duties delegated by the Principal.
* Oversee the recruitment, induction, training, performance management, mentoring, supervision, monitoring and evaluation of all administrative, technical, premises and supervisory staff, and provide assistance with recruitment of support staff.
* Participate fully in the academy’s staff development programme*.*
* Represent administrative, premises and supervisory staff at relevant meetings.
* Assist the Principal in any programme of internal organisational review.
* Advise the Principal, Senior Leadership Team, Governing Body and other appropriate staff on DFE, EFA policies relating to administration and financial procedures.

**Financial Management**

* Provide advice, support and strategic guidance to Principal, Leadership Team and Governing Body on financial policy and practice, ensuring a focus on current and future financial requirements, costs and the scope for efficiencies.
* Be responsible for preparing, monitoring and evaluating the budget and Academy funding. Providing advice and regular reports to the Principal and Governors on financial matters including risk management. Prepare, monitor, manage and control the annual budget, ensuring that annual estimates of income and expenditure are prepared for approval by Governors.
* Ensure that accounts are used as a mechanism for informing the strategic development of the Academy as well as the wider processes of consultation, decision making, monitoring and evaluation.
* Ensuring that returns / information required by funding bodies is completed fully and accurately.
* Be responsible for monitoring and payment of expenditure for various grants, liaising with our partner schools where necessary and providing information and reports to the Principal, Senior Leaders, Governors EFA and DFE.
* Prepare, analyse, report and undertake longer-term assessment on income and expenditure in relation to the Academy’s resources (financial, staffing and premises/site) within the framework of the Academy Marketing and Improvement Plan.
* Provide regular reports to budget holders on their expenditure and ensure purchasing requests are within the financial regulation as outlined by the DFE.
* Ensure planning, development and delivery of financial and accounting services within the Academy.
* Develop, manage and review income generation (letting of premises and facilities, applications to funding agencies, sponsorship, Academy voluntary funds, fundraising management etc.).
* The management of contract performance (e.g. catering, cleaning, grounds maintenance) in conjunction with the site and community manager.
* Ensure the effective, safe and secure use of capital resources and prepare business cases for capital projects.
* Prepare staff payroll in line with posts of responsibility and national agreements on pay structure, supervising the payroll and liaising with the LA over such matters. Select and manage appropriate licences and insurances.
* To carry out monthly reconciliations of the budget account providing Expenditure, Income and VAT returns to the appropriate bodies.
* Be responsible for Academy petty cash and banking.
* Be responsible for carrying out the closure of end of year accounts and prepare accounting for external auditing procedures.
* Be responsible for checking the payroll of all staff and ensure that changes approved by the Governing Body are implemented.
* Developing data monitoring systems and oversight of the data used within the Academy in-line with the current law and regulations.

# Governance

* To attend, advise and report to the Full Governing Body, Staffing and Resources, Health and Safety Committees and any other committee where financial input is required.
* Provide timely, detailed and clear information to governors and the Principal regarding Academy budget and other financial issues.
* Take a lead in securing the financial wellbeing of the school by sharing information rapidly and effectively with the Principal and Governors.
* Be responsible for the preparation of estimates of income and expenditure for both annual and multi-year budgets. To advise the Principal and Governors in respect to budget setting ensuring that proposed resource allocations are consistent with the Academy Marketing and Improvement Plan.

# Asset Management

* To organise the Academy community lettings, arrange invoicing and banking of the payments and liaising with the Site and Community manager on booking arrangements.
* Responsible for asset management and disposal of equipment in the Academy. Ensuring that certain equipment is appropriately insured.