# JOB DESCRIPTION

**Job Title:** Business Manager

**Responsible to:** Head of School and the Trust Financial Director

**Job Purpose:** To lead, manage, operate, maintain and develop the financial and administrative procedures and systems of the school to ensure the financial information needs of the Trust and ESFA regarding the school are met.

To manage the Site team, the ICT Technicians and the catering contractor.

Manage two part time financial assistants to ensure that financial transaction processing is complete and accurate in a timely manner.

Supporting the Head of School and Trust Financial Director in ensuring that all legal and safety requirements with regard to property and facilities are fully met.

To be a valued and active member of the school leadership team

**Duties and Responsibilities:**

The following is an outline of the range of duties that can be expected of the Business Manager. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the Trust, which do not change the general character of the job or level of responsibility.

**Summary of Key Tasks**

1. **Financial Administration**

Responsible for all financial aspects of academy financial administration including -

* Ensuring that the Academy operates within the Trust Financial Management Handbook and Procurement Policy requirements, liaising closely with Internal Audit, External Audit and other external agencies as required.
  + The preparation of draft annual/three year revenue budgets, including staffing schedules and commentary, for the approval of the Executive Headteacher , Head of School, Trust Financial Director and Trust Board in line with existing policies.
  + Maintain a record of authorised signatories for authorising orders, signing cheques/electronic payment runs & other documents
  + Review and maintain school contracts, School Meals, Cleaning, Photocopiers, Grounds Maintenance, etc. in conjunction with the Trust Financial Director
  + Liaise with AAT and external bodies as required
  + Review and organise operating leases for academy equipment in conjunction with the Trust Financial Director
  + Preparation of monthly management accounts, including a commentary on variances to budget, HR and Risk Management, together with control account reconciliations for all Balance Sheet accounts.
  + Preparation of monthly rolling financial forecasts for the year, together with explanations of variances to budget and including a cash flow forecast.
  + Maintenance of a monthly accounts file including monthly payroll reports, control account reconciliations and financial reports for review by the Head of School and Trust Financial Director
  + Maximizing lettings income for the school through the hiring out of school facilities
  + Seeking external grant funding to maximize income to school funds
  + Adherence to the agreed reporting timetable
  + Liaise with the internal auditors during Responsible Officer audits
  + Liaise with the external auditors annually
  + Ensure best value principles are maintained and Trust procurement policies are followed at all times, in accordance with the Trust Financial Handbook and the Scheme of Delegation.
  + Attend LAB and SLT meetings, as required, to ensure senior management and Governors have up to date information to inform their decisions
  + Produce ad hoc financial reports as required for the Head of School, Governors, AAT, auditors, DfE/ESFA
  + Support the Trust Financial Director in preparing bids for additional capital/revenue funding.
  + Cheque & BACS processing of payment runs
  + Manage the school cash book, bank accounts and reconcile them at least once a week
  + Supervise the receipt of cash and fees and organize prompt bankings thereof
  + Reconcile the Accounts Receivable balances at the end of each month and chase for payment of overdue balances
  + Monitor payroll processing and ensure the monthly payroll is authorised prior to processing, checking the monthly payroll input to EPM is accurate and complete
  + Process payroll journals into the nominal ledger
  + Process general journals into the nominal ledger
  + Ensure that the school VAT records are reconciled, so that the AAT VAT return can be made promptly after each month end
  + Check nominal ledger postings for consistency and accuracy

Supervise the activities of the financial assistants as follows:

* + Ordering Consumables and Stock Monitoring
  + Raising Purchase Orders
  + Processing supplier invoices onto the financial system and for authorisation
  + Processing staff expense claims for payment
  + Reconciling the Purchase Ledger balances at the end of each month to supplier statements
  + Maintain the school petty cash and post required entries into the nominal ledger
  + Raise sales invoices as required
  + Process Parentpay receipts into the Cash Book, Accounts Receivable and nominal ledger as required

1. **Human Resources**
   * To work with the Trust Financial Director and legal advisors to ensure that Trust HR policies are fully implemented and consistently applied in the school.

* To oversee staff appointments procedure (Teaching and Non-teaching).
* To oversee the management of HR administration and systems including the maintenance of up to date HR and payroll records for each member of staff to ensure they are complete and accurate. This will include signed contracts of employment, salary uplift and change of role letters
* To oversee SIMS is kept up to date and accurate, regularly reconciling SIMS personnel data to the payroll and the staffing spreadsheet used for budgeting and forecasting purposes and to enable the workforce census to be completed
* Monitor absence reporting and assist the Head of School in performing/attending absence meetings with employees, as required by the Trust sickness and absence policy
* To give advice or assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
* To answer queries from staff, where required, on pay and conditions of service referring unanswered queries to the Director of Education, Head of School and/or the Trust.

1. **Facilities Management**

* To produce a strategic asset management plan to ensure that the school buildings and facilities of maintained to the highest standard and they meet the needs of the school development plans.
* To meet the Site Manager on a weekly basis to review and plan the work schedules of the Site manager and their assistant during term and holiday times.
* To receive monthly reports from the Site Manager on the state of cleanliness and maintenance of buildings, fixtures and fittings.
* Liaise with building services contractors, responsible for maintaining the building and facilities on behalf of the school, to ensure the contracts and supporting service specifications are robust and protect the needs of the school, their on site work is monitored and to ensure the works are undertaken in a safe and considerate manner.
* To work with the Site Manager on liaising with contractors on the school building project, ensuring method statements are appropriate around school activities, meet health & safety standards, safeguarding requirements, etc. including attending meetings with contractors, ESFA and Trust representatives as necessary.
* To ensure that the provisions of the Health & Safety at Work Act are observed, that accident forms are properly completed.
* Undertake termly health & safety inspections with the Site Manager.
* To promote the use of the school premises by outside agencies
* Ensure that risk assessments, training accreditations, weekly site checks and regular independent health and safety audits are in place, up to date and complete.
* Any action plans arising from the audits and/or inspections are promptly resolved.
* To ensure that the kitchen equipment is properly maintained in accordance with food safety and maintenance standards

1. **Catering Management**

* Liaise with the catering contractor on a weekly basis and ensure appropriate meal quantities are available for both pupils and adults, in accordance with the school timetable.
* Agree an annual budget with the catering contractor and monitor adherence thereto.
* Receive financial catering data, including weekly reports and monthly management reports
* Work with the Trust Financial Director and legal advisors to monitor the catering Service Level Agreements entered into in relation to the provision of academy meals, including service quality, pricing and the implementation of the Nutritional Standards and to meet with the catering outsource management to ensure the SLA’s are consistently delivered.

1. **Information and Communication**

* To oversee the management of all the school ICT systems including administrative systems and advise the Head of School and Trust Financial Director on the use and development of IT systems
* To manage the ICT service contractor to ensure service standards are maintained
* Review of all ICT systems, including telephony and broadband services, and software licences on a regular basis to ensure they meet the requirements of the school
* Monitor equipment useful life, warranty expiration and maintenance costs and produce an ICT refresh plan and budget for approval by the Head of School and Trust Financial Director.

1. **General**

* To prepare information for management reports
* To assist with and prepare statistical returns (e.g. census) as required
* To attend relevant training sessions and courses as necessary to ensure professional knowledge and expertise is up to date and relevant.

**PERSON SPECIFICATION**

**Post Title: Business Manager**

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | Ability to develop and maintain efficient financial and administrative systems  Ability to analyse and interpret complex information, resolve problems and make recommendations  Negotiation skills  Ability to communicate with a wide range of audiences.  Ability to prioritise and manage own workload to meet deadlines.  Ability to show sensitivity and objectivity in dealing with confidential issues  Ability to work independently demonstrating initiative and pro-activity  Proficient in the use of Microsoft Word and Excel  IOSH trained |  |  |
| **Education &**  **Qualifications** | The Certificate of School Business Management or equivalent. | Diploma of School Business Management or equivalent or working towards it.  Membership of the Association of Accounting Technicians |  |
| **Knowledge** | Management accounting and financial reporting procedures.  Knowledge of a range of computer applications including Schools Information Management System (SIMS) and Microsoft Office.  Knowledge of contract management, procurement and supply procedures  Knowledge of Health & Safety legislation and procedures and risk assessments. | A sound knowledge of the financial workings of an academy.  Knowledge of PS Financials  Knowledge of Health & Safety legislation and procedures relevant to a school environment |  |
| **Experience** | Experience of financial planning, budget monitoring, account reconciliation and financial reporting  Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises.  Experience of undertaking a range of administrative duties and office management.  Procurement and contract negotiation ensuring best value. | Experience of managing a team of between 2 and 20 support staff, and use of personnel procedures  Experience of ICT, Communication and Financial Systems Management |  |
| **Personal Attributes** | Adaptable  Innovative  Organised |  |  |
| **Date (drawn up): September 2018** | | | |