**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**ASSISTANT BUSINESS & FINANCE MANAGER**

21.5 hours per week - 42 weeks per year

Salary Range Grade I Point 22-26 (£29,439 - £32,909)

£15,845 - £17,713 (actual salary)

The role of the Assistant Business Manager is to act as a deputy to the Business Manager across a wide range of services for the school. The primary focus on a day to day basis will be on statutory company financial reporting for both internal and external purposes, the production of management information and fulfilling audit requirements.

The School Business Manager has responsibility for all the support services in the school including Premises, IT and various Administration functions including the finance area and therefore the job holder will be expected to undertake duties relating to all these areas as required and deputise in the absence of the Business Manager.

Responsibilities include:

* Production of internal financial management information including monthly accounts, KPIs etc
* Preparation of external Department for Education returns
* Review and ensure compliance with DfE & ESFA guidance such as the Financial Handbook and annual accounting standards for academies
* Monthly financial administration such as VAT returns, bank account reconciliations
* Deputise for the Business Manager including attending Governors Finance Meetings if required
* Gain oversight and involvement as required in Premises, IT and administration to enable deputisation for the Business Manager

Moulton School is a successful, popular and over-subscribed school on the northern boundary of Northampton. The school was graded Good in its last two Ofsted inspections, and there is a strong commitment to further improvement based on effective teaching and learning and high expectations of students. Whilst maintaining firm discipline, built around our ASPIRE ethos and school values, the school is deeply committed to supporting the development of whole child, and is one of very few schools to hold the Restorative Services Quality Mark. Our student leadership programme is also a significant strength of the school. As a member of staff at Moulton School, your on-going professional development is of crucial importance, and the school has an outstanding record of supporting colleagues into middle and senior leadership roles.

* “The school makes people feel special” *Parent*
* “Being at Moulton School has been a great experience and I have learnt lots!” *Year 8 student.*
* “As a new member of staff, I was made to feel valued and supported. Joining the school mid-way through a pandemic, I was apprehensive but the staff at Moulton school made me so welcome and it wasn't long before I felt part of the MSSC team. There is an ethos of kindness and it shows. I have never worked with staff that are so motivated by their school's values.  The leadership team are always close-by and ready to help and offer solutions, support and friendly encouragement. Thank you MSSC, I am so proud to work at this wonderful school. *Teacher.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to show this commitment. The successful applicant will be expected to undertake safeguarding checks, including a criminal record check via the Disclosure & Barring Service, the cost of which will be met by the school.

Please note, It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975 (2013 and 2020), which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V.

Please be aware that referees will be contacted prior to interview in accordance with accepted Child Protection Procedures.

Further details and application forms are available from the school website www.moultonschool.co.uk

**Closing date:** Thursday 30th March 2023

***We reserve the right to withdraw the advert if sufficient applications are received before the closing date.***