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| School Business Manager/Chief Finance Officer  Job Description |

**Reporting to:** CEO

**Purpose of role:**

Immediately

* To manage the business of Queensmill School
* To prepare Queensmill School for academy conversion. To liaise with other existing and new members of the MAT to ensure preparations are mutually supportive, effective and timely.
* To train and support Queensmill finance and business staff to manage the business of Queensmill School when it becomes part of the MAT.
* To maintain the confidentiality that the considerable responsibility of this role demands
* To be responsible for the efficient and effective management of the financial systems, to act as Finance Officer with regards to dealings with the Education Funding Agency (ESFA) and ensure compliance with policy & procedures and the ESFA Financial handbook
* To research and advise, with other interested parties, on the procurement of a new finance system suitable for the MAT and project manage its implementation in Queensmill School
* To lead the financial aspects of the strategic plan including the preparation and implementation of the financial plans for Queensmill School
* As a member of Queensmill School’s Senior Leadership Team, to provide strong and effective leadership, vision and strategic direction to staff to achieve the highest levels of performance and ensure a culture of continuous improvement
* To manage the dedicated finance team based within the school and liaise with assistant heads, budget holders and unit heads to ensure others who contribute to the finance systems are supported to carry out agreed roles

**Key Responsibilities and Duties:**

Planning and Strategy

1. Contribute to the strategic planning process for academy conversion and develop/produce the financial strategy to support the MAT’s strategic plan, academy operational and the three-year development plans and associated financial targets
2. Contribute to the MAT formation as requested, including advising the headteacher and governors on financial aspects of the scheme of delegation between the Trust Board, the Local Governing Boards and the Headteachers for their day to day operations
3. Contribute key financial advice to the Executive team and Headteachers and other stakeholders as requested to deliver a collective and consistent strategy.
4. Provide accurate and timely financial reports of performance to the Senior Management Team, Chair of Resources, Governing Body, and other stakeholders in accordance with requirements, devising succinct but informing summary reporting systems.
5. Oversee the development, implementation, management and regular review of the financial regulations, procedures and systems – including those for academisation:
   * Annual budget and 3 year projections
   * Revised Annual forecasts
   * Annual reports and financial statements
   * Monthly management accounts
   * Capital investment appraisals and capital expenditure
   * Treasury management
   * Cash forecasts
   * Working capital management
   * Debtor management
   * VAT systems
   * Procurement systems and control
   * Finance management information systems
   * Internal and external audit
   * Financial statistical requirements

Quality and Standards

1. Maintain the ethos of Queensmill School and motivate staff to strive for continuous improvement
2. Ensure that potential problems in academy financial performance are identified and analysed to enable the development of prioritised solutions that contribute to the achievement of whole school effectiveness.
3. Collaborate with and work alongside other schools seeking to academise at the same time and joint the MAT.
4. Ensure stakeholders are advised of financial policy changes and requirements as they arise.
5. Ensure that the necessary risk assessments for your staff teams are in place at all times, and implemented to a high standard
6. Promote the health and safety of your staff teams in line with the school’s Policy for Health, Safety and Welfare at Work

Finance systems and Management

1. To ensure the chosen financial system for the MAT is operational in good time, including training for staff
2. To ensure robust finance systems are in place so that the funds available to the school now and under the MAT are used properly, efficiently and effectively and provide value for money.
3. Ensure compliance with financial regulations, procedures and systems and undertake the key finance officer role required by the ESFA
4. Contribute financial plans and data to support the negotiation and agreement of high needs top-up funding with LAs for children with Special Educational Needs
5. Ensure that robust and appropriate accounting systems are established and effectively monitored, maintaining the integrity of financial records.
6. Ensure that appropriate action is recommended to address problems identified and to ensure that the governors are presented with accurate and timely financial reports.
7. Overseeing the accounts process and ensuring the production of monthly and annual accounts, budgets and forecasts – accurately and to timetable
8. Obtaining best value procurement in order to achieve economies of scale, and to lead the appropriate procurement process

Interpersonal Relationships

1. Develop and maintain effective relationships with the Education & Skills Funding Agency (ESFA), the Department for Education (DfE), local authorities, Local Authorities (LAs) and to collaborate with them in order to ensure that school performance continually improves and that there is effective sharing of communication and knowledge.
2. Develop effective relationships with all school based personnel involved in the finance function and manage the day to day activities of the finance team
3. Provide professional accountancy experience to staff giving advice, support and training
4. Lead and motivate your staff teams and ensure that they have the required capability and resources to manage effectively
5. Coach, train and mentor finance staff within the school to deliver excellent practice

Personal Effectiveness and Accountability

1. To be personally responsible for the standard and quality of your practice.
2. To be responsible for your personal and professional development, undertaking learning and development activities which support your continued professional development.
3. Participate in regular supervision sessions and annual appraisals and undertake agreed actions.
4. Ensure that safer recruitment methods are used when appointing personnel, promoting equality of opportunity, respect for diversity and anti-oppressive practice.
5. Induct new finance staff and manage issues of conduct, gross misconduct, performance and absence in line with the Disciplinary and related policies.
6. Conduct supervisions and appraisals, in line with school policy; address training needs and support continued professional development.

General Accountabilities

1. To comply with Queensmill School’s Health and Safety policies and undertake risk assessments as appropriate
2. To undertake any other reasonable tasks as are required at the discretion of the headteacher or governors.