



## **Job Role Profile – Assistant Business Manager**

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| <b>Job Title:</b>      | <b>Assistant Business manager – financial operations</b> |
| <b>Accountable to:</b> | <b>Business Manager</b>                                  |
| <b>Grade:</b>          | <b>9 (SCH010)</b>  |

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### **Job Summary**

The post holder will be fully responsible for the day-to-day operation of the school's financial management systems (FMS and School Fund Manager) and financial processes in accordance with the School's Financial Value Standards and WSCC internal audit requirements. The post holder will also assist the Business Manager in managing the school business operations and deputise when required.

### **Key Tasks**

#### **Income and Expenditure**

- Manage the supplier payment process to include:
  - Processing invoices from receipt to payment
  - being the first point of contact for enquiries and queries with suppliers
  - Raise manual cheques for payment where required
  - Organise the weekly BACS payment to suppliers run
- Reconcile bank statements including the reconciliation of the school credit cards, identify any anomalies and rectify these
- Maintaining records of expenditure on FMS and school fund
- Set up new supplier accounts and maintain existing supplier account details
- Ensure the safe receipt, handling and banking of cash and cheques received
- Accurately record & post transactions on FMS/School fund manager including the record of non-invoiced income against relevant cost centre
- Liaising with the lettings administrator to ensure all income from lettings is collected and recorded in a timely manner
- Liaise with the catering manager to ensure catering income is accurately recorded and processed each month. Ensure catering income & expenditure is allocated against the correct cost centres.

#### **Petty Cash**

- Process requests from staff for reimbursements
- Organise electronic payment to staff members
- Arrange for cash or BACS advances where required and if properly authorised

#### **System Housekeeping**

- Assist the business manager with all aspects of salary reconciliation and administration in FMS and SIMS, including assisting the HR administrator with the school workforce census



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- Ensure all financial records on FMS are kept up to date including the cancelling of any out of date orders
- Maintain all financial records and filing systems in line with school finance regulations and internal audit requirements
- Support the business manager at internal audits as and when required

#### **Budget Management**

In conjunction with the business manager

- undertake the necessary processes to close down at financial year-end.
- undertake the processes required for setting up a new financial year including allocating income to cost centres
- complete all paperwork & returns for submission to WSCC finance
- Throughout the year ensure all in-year funding is correctly allocated to budget centres
- Carry out virements between cost centres if approved by governors
- Assist with the preparation of reports and analysis of expenditure as directed by the business manager or headteacher
- Support the business manager in the production of the annual accounts for the school fund

#### **Procurement**

In conjunction with the business manager

- Ensure that the school is able to get best value from its contracts and purchases from suppliers
- Ensure that the college procurement procedures are followed

#### **Operational Support & management**

In conjunction with the business manager

- Provide support and contribute to the strategic and operational management of all aspects of HR, facilities management, marketing and communications, administration and Health and Safety.
- Provide support to the Oathall leadership team and to key support staff in the absence of the business manager

#### **Other Duties**

- undertake normal office administration tasks; filing, photocopying, opening mail, answering emails, typing etc. Deal with phone and letter enquiries
- to maintain confidentiality and observe data protection and associated guidelines where appropriate
- observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety
- to carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- participate in in-service training as appropriate to role



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| Person specification requirements  | Essential/<br>Desirable<br>(E/D) | Assessed<br>by                    |
|--|----------------------------------|-----------------------------------|
| <b>Qualifications</b>  |                                  |                                   |
| Level 2 English & Maths  | E                                | Certificates                      |
| Level 3 or higher qualifications   | E                                | Certificates                      |
| Degree or equivalent in business, finance or related subject   | D                                | Certificates                      |
| Accountancy qualification  | D                                | Certificates                      |
| Evidence of continuing professional development in related area  | D                                | App form /Interview               |
| <b>Experience</b>  |                                  |                                   |
| Finance administration in a school setting   | E                                | App form/<br>Int/references       |
| A minimum of two years finance management or administration  | E                                | App form/<br>Int/references       |
| Experience of using FMS and School Fund Manager software   | D                                | App form /<br>Interview /<br>task |
| Experience of finance and admin systems and procedures   | D                                | App form /<br>Interview           |
| Working knowledge of financial probity, regulations & audit requirements   | E                                | App form /<br>Interview           |
| <b>Skills</b>  |                                  |                                   |
| Good understanding & regular user of IT including Excel, Word, Google docs   | E                                | App form /<br>Interview /<br>task |
| Ability to take a problem-solving approach to tasks and develop well thought through solutions.                    | E                                | App form /<br>Interview /<br>task |
| Good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively | E                                | App form /<br>Interview           |
| Ability to work in a systematic, orderly and organised manner without supervision.                                 | E                                | Interview                         |
| Excellent customer service skills with an ability to relate well to adults and children                            | E                                | Interview                         |