

Finance and Business Manager Job Description

The successful candidate will be qualified in Business and Administrative Management and have a strong accountancy and financial services background. They will possess excellent communication, organisational and interpersonal skills, and have experience of leading a team. The post would ideally suit someone with experience of working in school finance, who is ambitious and seeking challenge. We are looking for a confident, professional and approachable colleague who can communicate well with all members of our school community.

Specific Responsibilities

Leadership and management

- Line manage the finance staff within the school
- Be responsible for stakeholder management of financial local bodies such as Local Authorities
- Ensure compliance with regulations relating to finance e.g. grant funding agreements, the Academies Handbook
- Set high standards as a manager modelling, at all times, the highest possible standards of professionalism, ethical leadership, and personal behaviour
- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development

Financial Strategy

- Provide strategic leadership, direction and management to the Academy ensuring high financial standards and viability and the development of systems appropriate to an Academy.
- Maintain a strategic financial plan that will indicate trends and requirements of the school Academy Development Plan and will forecast future year budgets in consultation with the Headteacher and Governing Body.
- Be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget, providing financial information, training, and advice to the Headteacher and Governing Body.
- Ensure the Academy meets the requirements of the financial standards pertaining to Academies, and prepare the statutory annual accounts, financial reports and audit reports.
- Establish internal financial procedures which comply with all statutory aspects of company law and be responsible for submitting accounts to Companies House on an annual basis.
- Manage in collaboration with appropriate staff relevant contracts including the PFI contract. Negotiations of all new contracts ensuring that consistent and effective contracting arrangements are maintained.
- Produce financial reports and budgets for the Leadership and Governors' Finance Committee, focusing on the future years' projections, benchmarking and best value.
- Ensure best value in the acquisition of all services and resources through effective procurement.

- Prepare information for statistical and other returns for the ESFA, DfE and other agencies within statutory guidelines, and liaise with them as necessary.
- Manage the ordering, processing and payment of all goods and services and be responsible for an asset register.
- Maintain records to meet legal and tax requirements and to measure both the inputs and outcomes of the Academy's operations, providing accounting services for use by managers in planning and controlling the work of the Academy. This includes financial accounting, management accounting, forecasting, budgeting and control systems.
- Plan and manage cash flow and investment activity – the latter in consultation with the Finance Committee.
- Advise all staff on correct financial procedures through the delivery of in house training on resource management.
- Responsible for ensuring compliance with all Tax, VAT requirements and PAYE once payroll comes in house.
- Responsible for the management of cash on behalf of the Trust.

If payroll does come in house, the Business and Finance Director will be responsible for ensuring all aspects of the Academies payroll system are fit for purpose and operate effectively.

Funding streams

- Take a lead responsibility in the management of income generation, including school lettings and other fundraising initiatives.
- Research and advise on funding and grant opportunities, and make appropriate bids and approaches.

Premises and Facilities Management

- Take a strategic role in developing, supporting and monitoring the work of the PFI contract.
- Take a lead role in the planning and implementation of major projects.

Health and Safety

- Lead on all health and safety requirements and ensure the Academy is compliant with legislation and risk assessment procedures.
- Take responsibility for emergency/disaster planning and for a business continuity plan, so the Academy is insured and covered for all eventualities.

Community, Partnerships and Marketing

- Develop and liaise with Academy partners to promote and facilitate extended services.
- Work with new and existing partners to promote the use of the Academy site in the evenings, at weekends and in the holidays.
- Contribute to the Academy's place and profile in the local and wider community.

Staff Management

- Recruit, retain, deploy and develop and manage non-teaching staff to achieve the vision and goals of the Academy.
- Provide leadership and direction to Wirral Grammar School for Girls Academy's finance team, ensuring they are appropriately managed and supervised in accordance with policies and procedures.
- Manage the academy's payroll provision with the payroll provider

Communication and Organisation

- Represent the Headteacher at appropriate meetings as required.
- Create and maintain good working relationships among all members of the Academy community.
- Attend Governor Finance meetings and other meetings as appropriate.
- Advisor to the Academy board and the Trustees.
- Review and update school policies in consultation with the Leadership Team and Governors, and communicate to all concerned.
- Ensure staff meet high standards of work and conduct.

Undertake any other duties commensurate with the grade or directed by the Headteacher

VARIATION IN ROLE

The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

We see this role as a very important opportunity for a strong candidate to shape and develop it further and bring their own ideas and expertise to ensure it is fit for purpose.

PROBATIONARY PERIOD

Your appointment is subject to a six-month probationary period. At the end of this period, providing your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory, your employment may be terminated within the probationary period.