

## **JOB DESCRIPTION:**

### **BUSINESS MANAGER RMGS/RMET TRUST CFO**

#### **Salary**

Medway NJC Scale PO4, points 41 – 51, £44,863 – £55,589

#### **Line of responsibility**

The Business Manager/CFO will be directly responsible to the Chief Executive Officer for Trust matters and the School Leader of Rainham Mark Grammar School.

#### **Job purpose**

The Business Manager/CFO is responsible for:

- The management of the trust's financial, personnel, payroll, pensions, business management, administrative, premises, cleaning and catering services. This includes the development and effective operation of systems and services within these areas; and their compliance with national and local legislation, guidelines and requirements.
- Understanding the organisation and management of the trust's finances, including that of its extended facilities, in accordance with the requirements of the ESFA academies financial handbook.
- Providing direct leadership and management of academy support staff, to enhance their effectiveness in order to raise standards and achievement.
- Promoting the highest standards of business ethos and strategically ensuring the most effective use of resources in support of the trust's learning objectives.
- Assisting the trust board and the SLT in formulating aims and objectives of the trust and in establishing the policies, systems and procedures through which they shall be achieved, including development of strategic and resource plans.
- Developing an understanding of compliance with legislation and guidance including safeguarding requirements, pay and pension issues, health and safety.
- Ensuring that company records and administration are carried out in accordance with legal and ESFA requirements, and advising the trust board as necessary.
- Overseeing arrangements for external and internal audit.
- The line management of a number of staff falling under this post holder's remit including their induction, training and appraisal.
- In conjunction with the chief executive officer, all day-to-day public relations issues.
- Working alongside the chief executive officer to support the expansion of the trust as necessary.
- Supporting and encouraging the trust's ethos and its objectives, policies and procedures.

## **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the chief executive officer or School Leader of Rainham Mark Grammar School. Please note that the post holder may be required to work outside of normal academy working hours for extended school status activities, academy/trust events, meetings and emergencies. This is a senior post that will change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible, therefore, to set out a full range of duties. The following is an indicative list. It is not in order of importance.

## **Job specification**

### **Operational**

- They shall attend meetings of the SLT when required, the trust board and its committees.
- They shall negotiate and influence strategic decision making within the Trust.
- They shall work alongside the chief executive officer to plan and manage change in accordance with the trust's development plan.
- They shall develop an understanding of the effects and implications of government policies and company and charity legislation for current and future initiatives and work alongside the chief executive officer to ensure that resources are organised and used appropriately.
- They shall positively promote the trust and its profile to a range of audiences including the local community.
- They shall keep up-to-date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues, directors and the trust board.
- They shall advise the chief executive officer, the trust board and its committees as appropriate.

### **Finance and accounting**

- They shall work alongside the chief executive officer, as the chief financial officer, within the framework as defined in the academies financial handbook.
- They shall maintain the staffing records within the trust's budgeting software in order to prepare the trust's annual staffing budget, for incorporation into the overall budget for submission to the trust board for approval.
- They shall work with the chief executive officer and School Leaders to monitor income and expenditure in relation to the academies' budgets, and produce monthly reports for the chief executive officer and the relevant trust board committee/s.
- They shall identify and inform the chief executive officer and the trust board of significant variances to budget, outlining reasons and work with the chief executive officer to identify options available for corrective action.
- They shall advise the chief executive officer and the trust board if fraudulent activities are suspected or uncovered.
- They shall work alongside the chief executive officer and School Leaders to manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors.

- They shall be conversant with the general principle of taxation applicable to the trust and the financial implications of charitable status.
- They shall liaise with budget holders regarding their present and future budget requirements and advise them on matters relating to their budget/s.
- They shall oversee all arrangements relating to high needs funding, including liaising with relevant staff, providers and funding agencies, and monitor associated income and expenditure.
- They shall oversee arrangements for the month-end procedures and review and authorise associated documentation, including monthly bank reconciliations.
- They shall arrange and co-ordinate the annual audit, liaising with all parties involved, and ensure that the year-end financial statements conform to the required standard and are submitted to Companies House and the ESFA in good time.
- They shall oversee all bank accounts including the trust's credit card/s, and reporting banking errors to the chief executive officer.
- They shall ensure that the trust's financial procedures manual is reviewed and updated as necessary and that it reflects the requirements of the academies financial handbook as provided by the ESFA.
- They shall ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- They shall be responsible for ensuring that all elements of cash handling including collections and disbursements, banking and security, fundraising and academy trips comply with school procedures.
- They shall be responsible for checking and authorising the trust's in-house payroll, including ensuring all monthly adjustments to payroll have been made correctly and in accordance with the trust's procedures.
- They shall monitor the payment of salaries by the trust's in-house payroll process and review the monthly payroll reconciliation.
- They shall oversee the arrangements for submitting the academies' draft annual budget information to the ESFA by the specified deadline.

## **Personnel**

- They shall ensure that all changes impacting on staffing costs, such as changes made to the terms and conditions for an existing member of staff, or new starters, have been authorised in accordance with the trust's scheme of delegation. They shall ensure all such changes are reflected in the school's budgeting software.
- They shall ensure that all the necessary financial data required for payroll, the teachers' pension and local government pension agencies is submitted.
- They shall ensure all relevant assessments are completed and resulting outcomes implemented.

- They shall ensure that all staff personnel details relating to salaries and pensions are passed to the personnel department for inclusion in secure personnel files.
- They shall implement and co-ordinate the trust's appraisal arrangements for support staff.
- They shall prepare information required to enable the local government pension scheme to calculate balance sheet assets and liabilities (FRS17).
- They shall oversee the preparation of the teachers' pension end of year certificate.

#### **Administration**

- They shall ensure an efficient and effective administrative service for the academies and their extended services.
- They shall establish and use effective methods to review and improve administrative systems within the trust.
- They work alongside the chief executive officer and School Leaders to ensure that all necessary returns, reports and documentation are completed accurately within time constraints including health and safety reporting requirements, claims, bids, reports to the trust board, and statistical returns (internal and external).
- They shall collate information, statistics and prepare reports as required by the chief executive officer, local boards and the trust board.
- They shall undertake responsibility for all necessary administration relating to all areas within their remit.
- They shall undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- They shall process, input, extract and analyse information from the trust's system/s.
- They shall ensure compliance with data protection regulations.
- They shall take minutes/notes in meetings as required and circulate associated information.
- They shall deal with correspondence promptly and as required.
- They shall liaise with the chief executive officer, members of the SLT, ICT manager and other staff as appropriate on ICT procurement.

#### **Premises management**

- They shall be responsible for the day-to-day management of the RMGS site team and for the safe maintenance of the trust's sites and buildings including all aspects of security.
- They shall follow sound practices in premises management and grounds maintenance.
- They shall work with the premises manager to establish, monitor and review maintenance schedules and plans for premises upkeep and refurbishment, and shall be responsible for the efficient operation of all facilities.
- They shall oversee the letting of the trust's premises and other activities in order to maximise income.

- They shall work with the chief executive officer and School Leaders on planning and development of any extensions to the trust's buildings and premises and any resulting construction works.
- They shall participate in meetings regarding the trust's insurances and handle assessments, claims and administration.
- They shall work with the chief executive officer and School Leaders on health and safety matters to ensure legislative compliance and the necessary maintenance and review of risk assessments.
- They shall oversee the fire evacuation drills and the regular testing of fire alarm systems and equipment in line with the Trust policies.
- They shall work alongside the chief executive officer and School Leaders to manage and overview other services such as catering and cleaning ensuring an efficient and effective provision, which meets the trust's needs and adheres to regulations and legislation, for example, healthy eating requirements.

#### **General**

- They shall attend trust/academy events as required.
- They shall participate in trust/academy emergencies, in conjunction with other members of the SLT, including the implementation of effective evacuation and search procedures as required.
- They shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- They shall attend training sessions and meetings as required.
- They shall seek, consider, and act upon professional support and advice as required.

## The Business Manager/CFO: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Recognised management/business degree or professional qualification/s, CIMA, CIPFA, ACCA or equivalent and/or significant experience in field.</li> <li>Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company within financial constraints.</li> <li>Evidence of being an effective member of an establishment/company's leadership team.</li> <li>Experience of managing strategic financial plans and influencing decision making.</li> <li>Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets.</li> <li>Experience of managing an establishment/company's human resources function.</li> <li>Experience of managing change and implementing new systems/procedures/controls.</li> <li>Evidence of effective leadership and line-management of staff including a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing within a school or similar establishment.</li> <li>To have experience and understanding of the working of a trust board, and company and charity law, regulations and reporting requirements.</li> <li>Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate(s) (to be available at interview)</p>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>Able to lead, develop and motivate a team of staff, delegating duties as required.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of ESFA financial requirements.</li> <li>Knowledge of company and charity legislation, regulations and</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team, understanding academy roles and responsibilities including own.</li> <li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Ability to proficiently use office computer and finance software including word-processing, spreadsheet, databases and internet systems.</li> <li>• Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience.</li> <li>• Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.</li> <li>• Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.</li> <li>• Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR.</li> </ul>	<p>reporting requirements.</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of educational enterprise issues.</li> <li>• Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation.</li> </ul>	Interviews
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal and influencing skills with ability to maintain strict confidentiality.</li> <li>• A diplomatic and patient approach.</li> <li>• Initiative and ability to prioritise one's</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p>

Essential	Desirable	Evidence
<p>own work and that of others to meet deadlines when under pressure.</p> <ul style="list-style-type: none"> <li>• Able to follow direction and work in collaboration with the SLT team.</li> <li>• Able to constructively challenge self and others to continually improve own and team performance.</li> <li>• Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</li> <li>• Ability to evaluate own development needs and those of others and to address them.</li> <li>• A willingness to seek specialist advice and awareness of where to seek it.</li> <li>• Able to attend evening meetings if required.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the academy's ethos, aims and its whole community.</li> </ul>		Interviews