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**The Three Saints Academy Trust**

**Executive School Business Manager Job Description**

* **Full-time, term time only plus 10 days**
* **Scale: PO4 – SCP 35-38**

**Job Purpose**

The post will support the strategic development of the schools in TTSAT by working closely with the local Senior Leadership Teams and the central Executive Team, to enable effective decision making and achievement of academy aims.

The post will act as the SBM for 2 academies and provide high quality Business support and advice for all colleagues in the trust to ensure that the academies make the best possible use of resources and are able to provide the best outcomes for pupils.

The post will be responsible for managing the academies’ budgets, along with maximising income generation and implementing cost saving initiatives.

In addition, the post will assist academies to address all other school business management matters such as personnel, premises, ICT and health and safety.

**Accountabilities**

**Financial Management**

* Work with the Headteachers, and relevant Senior Leaders to develop a strategic plan for the staff and resources for 2 schools.

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* Monitor and maintain up to date budget and forecast figures for 2 schools using the Trust’s budgeting software.
* Review monthly management accounts and analyse YTD variances to budget/forecast.
* Complete the month end schedules prepared by the CFOO, including the Trial Balance by fund type and liaise with the Finance Team to make any necessary corrections.
* Meet with the Headteachers monthly to discuss the monthly management accounts reports and support a written commentary for reporting to the school committees and Trust Board.
* Meet with budget holders as necessary to discuss budget spend and take any appropriate action.
* In conjunction with the Headteachers and CFOO, support the planning and implementation of capital purchase programmes.
* Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources, for all schools in the Trust.
* Ensure the effective operation of financial controls within the designated academies and ensure they receive value for money for all expenditure.
* Work with the Finance Team to manage and monitor internal recharges between academies and Central, ensuring that costs are recharged on a monthly basis.
* Authorise purchase orders for designated academies
* Work with the Finance Team and the Trust auditors to support the audit requirements for each academy, ensuring that information is timely and accurate.
* In liaison with the CFOO, monitor contracts to ensure compliance, best value and timely renewal as appropriate for each of the designated academies.
* Be responsible for the management of procedures which comply with statutory requirements such as Safeguarding Children and Young People, the General Data Protection Act and the Freedom of Information Act.
* Work with the CFOO to oversee the enhancement of financial procedures within the Trust that are in line with the agreed financial practices.

**People & Payroll**

* Support the strategic recruitment plan within the designated academies ensuring that staffing decisions are factored into the relevant academy’s budget.
* Maintain effective communication with the academy to ensure a co-ordinated approach on People and payroll matters. Liaise with the Trust’s payroll and People lead as necessary.
* Assist the Payroll Lead with any payroll reconciliation or pension issues and deal with any discrepancies through liaison with the Trust’s payroll provider.

**Administration**

* Work with academy CFOO to establish efficient and effective working practices making best use of technology where possible.
* Ensure an appropriate induction programmes in place for new Office/Operation Administration in the designated academies
* Review census reporting prior to submission.

**Leadership and Management**

Contribute to the Trust’s culture and development by:

* Ensuring that staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
* Attend leadership meetings (where requested) and ensure the content and outcomes of the meetings are reported back where relevant, to the finance staff.
* Share good financial practice across the Trust and designated academies.
* Be an active and visible member of each academy’s community whilst developing partnerships and collaboration between the academies.

**Business Development**

* Develop customer relations strategies which add value to the schools in the Trust.
* Support with activities such as marketing that ensure pupil intake is maximised each year.
* Explore income generation opportunities for the academies, including support with bid-writing and support establishing and managing lettings.

**Working conditions**

Requirement to travel, regular visits to Trust schools.

There will be requirement to work on complex and highly sensitive information, financial reporting, change management programmes which must remain confidential.

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