ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

JOB ACCOUNTABILITIES

Job Title: Federation Business Officer	**Pay Grade:** MG8 (1-5)
Directorate: Education	**School:** Alwyn Infant School and Courthouse Junior School Federation

JOB PURPOSE

To provide operational leadership support service to the Federation Business Manager (FBM), Executive Headteacher and Head of School

To facilitate the efficient and effective use of the schools' budget by supporting the Federation School Business Manager and line-manage the Business Support Assistant (BSA)

Support improvements in the standards and achievements in teaching and learning, including support with budget setting, financial management, HR and recruitment.

SCOPE OF JOB

Plays a key role in supporting the SLT team and the FBM with senior operational tasks to ensure the school runs smoothly and efficiently.

Is responsible for accounts payable and account receivable, and offers support to the FBM in procurement.

Ensure that transactions are in line with financial regulations and up-to-date finance policy.

Supports the FBM with recruitment, payroll and HR-related matters.

Operates in an environment where the volume of work is high and conflicting priorities have to be effectively managed and limited resources efficiently allocated.

Will have access to confidential information, which must be dealt with discretely.

Will have direct supervision of BSA

POSITION WITHIN UNIT STRUCTURE

Reports to the Federation Business Manager

Line-manages the Business Support Assistant

JOB ACCOUNTABILITIES

Finance

Assists the FBM with budget-setting and assists the FBM with information related to budget monitoring and reporting

Ensure that payroll forms are processed in accordance with the financial regulations set down by the Education Authority and the school.

Responsible for ensuring accurate records are maintained on the school finance systems, including journals and reconciliations

Manage the schools' private fund accounts and prepare the accounts for annual auditing.

Responsible for keeping accurate records and producing annual accounts for the School Fund accounts.

Manage accounts payable process, accounts payable and accounts receivable/chase outstanding invoices

Accountable for monthly bank reconciliations and Imprest returns to the LA for each school

Accountable for monthly procurement card reconciliations

Prepare and process journals

Support the FBM with procurement processes/tenders

Complete trip-analyses after each educational visit

Lettings

Ensure all paperwork is up to date (lettings agreements, up-to-date DBS checks, in-date insurance policy etc.)

Supports FBM with ensuring up to date lettings documentation held

Generating invoices for lettings each term

Reconcile income payments when the funds are received

Chase outstanding invoices for lettings or other accounts receivable if/when overdue

HR Management

Supports the FBM and the SLT team with recruitment, payroll and HR-related matters.

Facilitates recruitment and interviews, obtains references for candidates

Ensures smooth onboarding with new appointments

Completes forms for appointments, contract variations and leavers and updates the changes on the MIS system

Supports the FBM with Workforce Census

Health & Safety/Facilities

Ensure awareness and understanding of the main health and safety issues specific to the school and how they impact on students, staff, visitors and contractors.

Liaises with Site Controllers from both schools on Health & Safety raised issues

Submits BioMass boiler readings quarterly to Ofgem as well as annual declaration

Supports FBM with H&S and Facilities tasks.

Person specification

Key Criteria	Essential	Desirable	How measured
Qualifications and training	Administrative or financial qualification at NVQ L3 Has a recognised book-keeping or accounting qualification	Has a School Business Management diploma, Level 3+	
Competence summary (knowledge, skills, abilities, experience)	At least 3 years administrative/financial experience High level of interpersonal skills Experience of staff management Time management skills Intermediate/advance IT skills inc spreadsheets, databases, MIS	Experience of working in a school or education environment Understanding of school governance issues/financial delegations	
Other requirements	Flexible approach to activities and hours of work Prepared to become involved in wider school life activities		

Post holder's signature _____ **Name** _____ **Date** _____

Manager's signature _____ **Name** _____ **Date** _____