

Business and Finance Manager	
<div> <div>Division / Function: Thames Valley school</div> <div>Reports to : Principal</div> </div>	
Why	<p>Job summary:</p> <ul style="list-style-type: none"> To be a full member the school's senior leadership team Responsible for the service administration and operational business and finance management of all Business Units in the school.
What	<p>Main Accountabilities</p> <p>Finance:</p> <ul style="list-style-type: none"> Provide local management, Local governing body, the Trust and NAS Finance teams with accurate and timely financial information including quarterly forecasts Responsible for the detailed review of monthly accounts, ensuring monthly financial returns are made e.g. accruals, NASS forms and the investigation and resolution of unusual items Ensure financial best value is achieved across the schools, regularly review processes and procedures and identifying areas where resources can be shared across the two schools or more broadly to achieve economies of scale wherever possible Ensure the school is well resourced and inventories are maintained. Ensure local finance systems and controls meet all NAS and NASAT policy and legal requirements such as compliance with the Academies Financial Handbook, including procurement, petty cash and corporate cards and assist in the investigation / resolution of exceptions Liaise with specialist support teams such as NAS Estates to ensure that projects, tenders and approved provider applications etc are accurately costed and completed Support local management in the development of annual budgets for the relevant schools and / or services and assist managers in the control of devolved budgets Provide central Finance, Business manager and local management with relevant financial information to enable appropriate decision making and development of accurate business plans Support local management in ensuring financial efficiencies are achieved across the school and / or service, regularly reviewing processes and procedures Ensure local finance systems and controls meet all NAS and legal requirements including procurement and corporate cards and assist in the investigation / resolution of exceptions <p>HR:</p> <ul style="list-style-type: none"> Work with NAS HR Manager and support team to ensure all aspects of the HR function meet NAS, operational business and legal requirements Ensure accurate submission of monthly payroll
What	<p>Premises/ H&S:</p> <ul style="list-style-type: none"> Act as liaison with the NAS Facilities Manager and site teams to ensure that buildings and grounds are appropriately maintained Oversee the Health and Safety function at the school and be the designated H&S Officer if necessary undertaking risk assessments, RIDDOR reporting, monitoring accidents on SERS system, administration of the SAG meetings and participation in related conference calls Ensure the school Disaster Recovery plan and Business continuity plan is maintained and communicated and be a designated key holder responsible for site security if required. <p>Job descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.</p>

Competencies	<p><u>I am committed to making a difference</u></p> <p>I commit to NAS aims, objectives and values. I display a positive approach in the way I work and contribute to the wider needs of the organisation and its stakeholders either directly or indirectly. At work I overcome difficulties, setbacks and pressure, to get things done because I understand the impact of autism. I recognise and encourage commitment in others.</p>
	<p><u>I cooperate with others to work safely</u></p> <p>I understand the health and safety risks associated with my job and work responsibly with others to reduce them. I have a positive attitude to safety that causes me to care about the wellbeing of others as well as myself.</p>
	<p><u>I gather and share knowledge</u></p> <p>I seek and use information, knowledge and experience and create opportunities to share this with others. I look for new developments and keep up to date with issues which impact my work. I interpret, distil and disseminate information, in and outside the NAS, for the benefit of people with autism and other stakeholders. I manage and protect others' personal information professionally</p>
	<p><u>I communicate effectively</u></p> <p>I use appropriate methods, styles and language to communicate to different audiences. I communicate succinctly using clear language. I listen and take account of others' views and needs. I show understanding and use logic to communicate. I check that others have received and understood the intended message.</p>
	<p><u>I manage resources</u></p> <p>I maximise the benefits from our financial and other resources. I set up, facilitate or follow business processes. I manage, advise on and prioritise resources to get the best value for the NAS and service users. I search for new sources of funding or other resources to achieve our objectives. I am mindful of the costs of the materials and resources I use and attempt to minimise waste.</p>
	<p><u>I fulfil my customers' needs</u></p> <p>I find out what really matters to my internal and external customers/stakeholders and where I can improve my service to them. I relate well to my customers and provide a quality and cost effective service. I shape their expectations about what can be realistically delivered, whilst seeking ways to continually raise the level of service.</p>
	<p><u>I adapt to changing priorities</u></p> <p>I adopt a flexible, proactive approach to get the job done. I am responsive to change and recognise when tasks are urgent and/or important, taking appropriate action. I prioritise activities and know when to say 'no'. I deal positively with last minute changes and interruptions. I look for practical solutions and know when to find different ways to achieve an objective.</p>

<ul style="list-style-type: none"> ✓ Person specification ✓ Criteria which will be used in shortlisting and selecting candidates. 		
Criteria	Essential	Desirable
Skills/Abilities		
<ul style="list-style-type: none"> • Relevant management experience at a senior level • Good communicator • Proven organisational skills • Practical approach to problem solving 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
Knowledge		
<ul style="list-style-type: none"> • H&S legislation • Data Protection legislation • Ofsted Requirements • Working knowledge of HR legislation & best practice 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience		
<ul style="list-style-type: none"> • Proven track record of effective financial management • Extensive experience of working in a school/ education environment • Project management • Marketing 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Education & Certification		
<ul style="list-style-type: none"> • Degree standard of education or equivalent • Diploma in management studies preferred • If either of the above are not held the candidate must be qualified by experience 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓
Context	Interfaces	
	Internal <ul style="list-style-type: none"> • Principal • Area Manager • Finance Teams • Other Senior Managers Visitors from other NAS departments 	External <ul style="list-style-type: none"> • Suppliers • Purchasers and donors • Professional bodies • People we support and families • Regulatory bodies
	Environment	Work : office Travel : minimal Hours : office
	Scope	Financial (Impact /Budget)

		<p>People (Direct Manage) Line manage admin team</p> <p>Resources (n/a)</p>
	Safeguarding responsibilities	The NAS is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment.
Position	Salary Band: Business Specialist Grade 5	Range: £30,500 - £38,602
		Date Reviewed: 10/08/2021