



## Position: School Business Manager

**Salary/Hours:** NJC M4 (37 – 43) £46731 - £52805  
(Pay award pending) / 37 hours per  
week, 52 weeks per year

**Closing Date:** 1<sup>st</sup> December 2024

**Interview Date:** Interviews will be scheduled as  
applications are received. Should a  
suitable candidate be found then the  
deadline for applications may close  
early.



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy part of the Attwood Academies Trust, is a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with currently just over 1500 students on roll. A seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race! Working at Bexhill Academy, whether as support staff, an NQT or as a teacher of many years, is an opportunity for you to work with some extraordinary and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

Following our success in recent years, we have become over-subscribed with over 400 applications for the 300 places offered in September 2023. Consequently, year on year we have been expanding our teaching staff to accommodate our increasing numbers.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees. These include;

Cycle to Work Scheme, A comprehensive Employee Assistance Programme (EAP) Fitness class, Wellbeing weeks. We are partnered with Mulberry Multi Academy Trust in London (excellent CPD opportunities). We encourage and support tangible Leadership courses e.g. NPQ, An extra 2 days added to October half term and Benenden Healthcare. As you can see there is so much on offer for you at Bexhill Academy.

If you are a well-qualified and enthusiastic person seeking to work in a dynamic, modern school, if you are passionate working in a team and having the highest of standards.

We look forward to meeting you,



Dr Craig Neal  
Headteacher

## Job Advert

Bexhill Academy has a great opportunity for an enthusiastic individual to join our finance team. As the Finance and Operations Manager, you will provide a key link between the School Operations and Business Director and the finance department ensuring the school meets its educational aims. The role involves running the finance function and promoting high standards of business ethos on an operational level, influencing decision making within other operational areas of the school and assisting the SOBD and Headteacher on a strategic level.

**Closing Date: 1<sup>st</sup> December 2024**

**Interview: Interviews will be scheduled as applications are received. Should a suitable candidate be found then the deadline for applications may close early.**

Pre-Application enquiries are encouraged. Please contact [roshan.dias@bexhillacademy.org](mailto:roshan.dias@bexhillacademy.org).

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to [academyhr@bexhillacademy.org](mailto:academyhr@bexhillacademy.org)

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

## Job Description

### Job Purpose

The Finance Manager leads the school's finance function, working with the Headteacher and School Operations and Business Director in ensuring that the school meets its strategic educational aims. The role involves promoting high standards of business ethos and ensuring the most effective use of resources in support of the school's learning objectives as well as influencing decision making within other operational areas of the school.

### General Duties, Leadership, and Strategy

- Influence strategic decision-making by working with key staff in the wider school operation including facilities, HR, catering, admin and ICT.
- Take delegated responsibility for financial decisions in the absence of School Operations and Business Director.
- Plan and manage change in accordance with the school development/strategic plan.
- Line manage the finance department and other operational functions (currently reprographics) as needed, including performance management.
- Manage and develop the existing Finance Team to ensure it operates efficiently and effectively.
- Work with the school's Senior Management Team to ensure relevant areas within the school operate within the school policies.
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### Financial Resource Management

- Produce monthly management accounts and budget monitoring reports.
- Support the School Operations and Business Director to prepare and manage the school's annual budget, including 3-year forecasts.
- Monitor and control financial performance to achieve value for money.
- Identify and address significant budget variances.
- Support the School Operations and Business Director to maintain the strategic financial plan and forecast future budgets.
- Support the facilities team to maximise income through lettings and other activities.
- Manage internal and external audits.
- Ensure all income and expenditure is accurately processed and controlled.
- Identify additional finance required to fund the school's proposed activities.
- Present timely and fully costed, recommendations.

- Advise the Headteacher and School Operations and Business Director if fraudulent activities are suspected or uncovered.

## Accounting

- Supervise month-end bank reconciliations and ensure alignment of debtor, creditor, VAT account and balance sheet reports.
- Maintenance of the Academy fixed asset register including accounting for capitalising and depreciation.
- Authorise and process accounting journals and year-end adjustments.
- Manage purchase and sales ledgers.
- Administer the school's online banking system.
- Produce budget reports for budget holders.
- Liaise with external auditors and coordinate the annual audit.
- Authorise and process accounting journals, including the monthly payroll journal, reallocation entries, and year-end adjustments such as prepayments and accruals.
- Support the School Operations and Business Director in preparing the school's annual budget, discussing and negotiating issues with relevant senior members of staff.
- Managing and monitoring procurements, through a best value approach.
- Financial reporting to department heads on staff training and capitation budgets.
- Ensuring compliance with required licences and subscriptions.
- Contributing to and overseeing compliance with financial policies and procedures (as required by the Trust and the Academies Financial Handbook).
- Authorising expenditure as delegated by the Business Director.
- To track and monitor capital project expenditure.
- To attend professional development training as applicable.
- Ensure all accounting procedures and required ESFA/DfE financial returns are completed accurately and according to financial regulations and audit requirements.
- Investigating opportunities to maximise income.
- Monitor and advise on current available funding formulas and streams.
- Work with external auditors to ensure financial system compliance with current financial policies.
- Ensure that data returns linked to funding are correctly submitted.

## **Payroll Management**

- Support the HR Team to manage payroll services, including pension schemes.
- Support the HR Team to reconcile payroll monthly and address discrepancies.
- Collaborate with HR on recruitment matters – particularly staff forecasting.
- Ensure compliance with statutory regulations related to payroll.
- Complete a monthly reconciliation of the payroll before authorisation.
- Identify any discrepancies between the staffing budget and the payroll.
- Support the HR Team to manage the payroll services for all school staff including the management of pension schemes and associated services.

## **Additional Responsibilities**

- Maintain relationships with the school's banks and act as a signatory.
- Enhance financial and management reporting systems.
- Manage insurance policies and claims.
- Oversee contracts for utilities such as electricity, gas, and water.
- Advise on taxation and ensure compliance with VAT regulations.
- Undertake ad-hoc project work as required.
- Manage the process of internal and external audits at the school.
- Administer the school's online banking system, serving as one of two authorised payment approvers.
- Support the School Operations and Business Director to monitor the school's cash flow to identify potential surpluses or risks and address any cashflow concerns proactively.
- Support the School Operations and Business Director prepare year-end forecasts for income, staffing, and non-staffing costs to be included in the monthly management accounts.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Support the School Operations and Business Director to identify investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Managing the apprenticeship scheme, apprenticeship levy and arranging apprenticeship levy gifts from ESCC.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check



## Person Specification

Criteria	Essential	Desirable
<b>Education</b>	A broad and balanced educational background at level equivalence of A Level or relevant work experience	Degree, Higher level education
<b>Qualifications</b>	Part qualified accountant (or working towards one) or relevant work experience	Full accounting qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role within financial accounting services</li> <li>• Experience with financial information systems and excel</li> <li>• Experience of working with stakeholders to develop strong financial understanding and empathy across an organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing teams outside of finance</li> <li>• Experience of working with children and safeguarding</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understand the funding, regulatory and legislative environment for academies</li> </ul>	<ul style="list-style-type: none"> <li>• Use of technology to drive efficiency with reporting and regular tasks</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date</li> <li>• Act on own initiative, dealing with any unexpected problems that arise</li> <li>• Demonstrate good inter-personal skills to communicate with a range of people</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Demonstrate successful financial leadership and team management skills</li> <li>• Have analytical and presentation skills</li> <li>• Show entrepreneurialism and innovation in identifying commercial opportunities</li> <li>• Exhibit high ethical standards and effective communication skills</li> <li>• Possess strong financial reporting and management skills</li> </ul>	



## Personal Qualities

To be hardworking and committed to the vision of the Academy.  
To have a willingness to learn and develop new skills.  
To have the ability to work with initiative.  
To have the ability to work as an individual and as part of a team.  
To be focused, aspirational, independent and resilient.

## Our School

### Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

## Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.