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**JOB DESCRIPTION**

**Job Title:** Business Manager

**Reporting to:** The Headteacher andthe Governing Body

**Job Purpose**

* To be the appointed Principal Finance Officer as required in the Academies Financial Handbook.
* To be a member of the Senior Leadership Team and contribute to the implementation of relevant policies and strategic plans and establish and strengthen good financial and business practice.
* To ensure the successful strategic business management of the School and its day to day efficiency in all aspects of Finance, HR, ICT, Site Maintenance, Health & Safety and capital development, including bids to the ESFA.
* To provide support and guidance to the Governors and Senior Leadership Team on all HR, ICT, Finance and site matters.
* To provide strategic and operational financial management to the Academy Trust’s subsidiary company, Little Trinity Ltd.

**Main Duties and Responsibilities**

**Financial Management**

* Working with the Headteacher, the post holder will prepare the annual budget for the Academy to be submitted to the Governing Body and will provide specific expertise in long-term financial management.
* Ensure the School has appropriate financial systems in place and manage these in accordance with the agreed policies and timetable, ensuring accurate financial records are maintained and reported to the Headteacher, Governors and the Education and Skills Funding Agency (ESFA).
* Producing the statutory accounts for the School and ensuring all of the required ESFA reporting requirements are met.
* To produce regular financial management reports for presentation to the Governors and Headteacher, including all appropriate variance analysis.
* To prepare cash flow forecasts and ensure the Academy remains liquid at all times.
* Oversee the production of monthly departmental budget reports.
* Initiating and managing audit procedures as necessary.
* Processing and monitoring payroll information, checking for accuracy and ensuring the School complies with PAYE, NI, Pensions and other relevant legislation.
* Complete all the required return to the Teachers Pension Scheme and Local Government Pension Scheme.
* Complete monthly VAT returns and ensure accurate and adequate records are maintained.
* Ensure regular banking and the proper accounting of all monies as stated in the school Financial Regulations Policy.
* Ensure that the ordering of goods and services and approval of invoices for payment, are within agreed regulations as stipulated in the Financial Regulations Policy.
* Support all staff who are responsible for delegated budgets by providing them with procedures which enable them to monitor expenditure effectively.
* Submit capital bids to the Department of Education/EFA, monitoring and controlling capital expenditure on buildings, grounds, placing of contracts, appointing and the monitoring of contractors.
* Managing the tendering for all service contracts and monitor all insurance policies, with the aim of ensuring cost effectiveness and best value.
* Ensuring timely and effective support for the Governors, including specific liaison with the Chair of the Finance Committee.
* Attending meetings and providing general support to ensure the effective conduct of governor business in accordance with the articles of association, financial regulations policy and the Academies Financial handbook.
* In conjunction with the Site Manager and Assistant Caretaker, promote the School’s facilities and premises with the objective of maximising letting income, within agreed policies.
* To carry out budget modeling and benchmarking to ensure effective use of resources.
* To manage the Student Hardship Fund and ensure all applications are dealt with in a fair manner.
* To be a BACS and cheque signatory.
* Line management of the Finance Officer and Finance Assistant.

**HR Management**

* The post holder will provide expertise in the recruitment, interviewing and appointment of all staff with a view to making the best use of physical, financial and human resources.
* In conjunction with the Senior Leadership Team, develop and implement an effective induction process.
* Ensure safer recruitment across the School; ensuring all legal checks are carried out and all appropriate records are maintained.
* Oversee the recording of attendance and annual leave of all staff and ensure the sick pay policy is adhered to at all times.
* To act as Human Resources Officer for the Academy staff and to advise staff regarding salaries, expenses, sickness, maternity/paternity procedures and general guidance on pensions and tax matters.
* Be responsible for personnel admin matters relating to all staff and maintain confidential staff records.
* To be responsible for implementing and maintaining an effective payroll and HR system along with the Single Central Register.
* To be responsible for the Performance Management of support staff and their development and training.

• Line management of the HR Officer

**Premises Management**

* To oversee the Academy’s site and buildings, their maintenance, development and efficient use.
* Line manage the Academy site staff team, which consists of a Site Manager and Assistant Caretaker.
* To oversee the performance management of the cleaning and catering contracts.
* In conjunction with the Site Manager ensure that there are adequate arrangements for security during the Academy day and for community use out of hours.
* To be responsible for overseeing the site maintenance plan and make recommendations to Governors on the spending of any available capital budget.
* Ensure that energy consumption is monitored and energy saving measures are consistently implemented.
* Ensure the Asset Register is accurate and kept up to date.

**Health & Safety**

* The post holder will be the designated Health and Safety Officer for the School reporting, directly to the Head teacher who has overall responsibility for Health and Safety.
* To formulate, monitor, implement and review the School’s Health and Safety policy including all Risk Assessment procedures and ensure all appropriate records and kept up to date.
* To advise on all Health and Safety matters, including measures in the event of emergencies including critical incident plans.
* To ensure all appropriate first aid and incident records are kept, and that the Academy is complaint with HSE reporting regulations.
* To be responsible for the on-going training needs of all qualified first aiders.
* To ensure all appropriate policies and safety checks are in place in relation to the swimming pool.
* To ensure the installation and maintenance of equipment for protection against, and escape from, fire; keeping records and conducting regular fire practices.
* To oversee the annual process of electrical portable appliance testing.

**ICT Management**

* To line manage the ICT Technician.
* To oversee any ICT external support contracts.
* To contribute towards short and long term plans for ICT development.
* Ensure value for money and fitness for purpose in ICT procurement.
* Ensure all IT systems are compliant with the Data Protection and Freedom of Information Acts where appropriate.

**Administration**

* To line manage the Receptionist/ Admin Assistant and the Reprographics Assistant.
* Oversee the arrangements of all extra-curricular activities, ensuring appropriate processes are adhered to in relation to the collection of payments.

**Little Trinity Ltd**

* In conjunction with the Nursery Manager, prepare the annual budget and long term financial forecasts for Little Trinity Ltd.
* Produce monthly budget monitoring reports and present these to the board of Directors.
* To produce the statutory accounts for submission to Companies House.
* To liaise with auditors to ensure compliance will all financial reporting requirements.
* Process monthly payroll and submit all statutory returns, ensuring full compliance with HMRC in relation to PAYE & NI.
* Oversee the cashflow for Little Trinity Ltd ensuring the company remains liquid at all times.
* Attend Little Trinity Director meetings.

**Other Professional Duties**

* As a member of the Senior Leadership Team you will be required to attended weekly lunchtime meetings and also be part of a rota system, which will mean you will be required to be on after school duty until 5:45pm when required.

**Safeguarding**

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

The following duties will be deemed to be included in the duties which you may be required to perform:

* child protection, discipline, health and safety
* promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

**Reviewed: October 2020**