

### Academy Business Manager

Employment details	
Location	Gateshead setting
Reports to	Headteacher
Hours of work	Term Time plus 3 weeks
Grade	NJC SCP 25-28

To be responsible for the management of all aspects of operational practices and procedures associated the academy, so as to ensure legitimate and appropriate spending and budget management. To be part of the Senior Leadership Team, reporting on academy finances and providing advice on matters relating to finance. To offer effective, efficient and time-critical support to the staff team.

#### Academy strategy related duties

- To attend management meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and estate management.
- To contribute to the development of the academy's business plan, including the academy's long-term strategy for the future development of the academies.
- To prepare academy budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the COO (CFO), Trust Committees and the Senior Leadership Team.
- To maximise income generation within the ethos of the academy. To manage all income generating schemes including lettings and sponsorship ventures. To advise the headteacher and Trustees on investment and financial policy, preparing appraisals for particular projects as appropriate.
- To be responsible for all aspects of the academy's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- To liaise and negotiate with providers of goods and services and third party contractors in consultation with the COO (CFO), including negotiations relating to terms of service level agreements in accordance with Best Value frameworks. To conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors and to write reports for the Trust.

### **Finance related duties**

- To monitor and control academy spending on an ongoing basis and to liaise with Trust and the Academy Senior Leadership Team to ensure ongoing awareness and control of budgets.
- To advise budget holders on budget planning and spending so as to ensure legitimate and appropriate use of academy funds and no overspends.
- To prepare for approval by the COO (CFO) and Trustees the annual estimates of income and expenditure.
- To produce regular reports regarding the academy's financial status to all budget holders, the COO (CFO), the Academy Leadership Team and Trustees. To support the preparation of financial returns for the ESFA, LA and other local and central government agencies as required.
- To attend Trustees' meetings to provide financial reports when requested.
- To ensure appropriate procedures and systems are in place for the raising of invoices, to include monitoring of debtors and pursuing outstanding debts.
- To supervise procedures for the receipt and deposit of money collected throughout the academy from external sources.
- To ensure appropriate procedures and systems are in place for the raising of invoices, to include monitoring of debtors and pursuing outstanding debts.
- To ensure appropriate security arrangements and authorisation for the processing of all purchase orders, payments and petty cash transactions.
- To be responsible for the security arrangements for cash held in the academy and banking procedures.
- To regularly review academy accounting systems, procedures and working practices to ensure compliance with financial regulations and audit requirements.
- To be responsible for the production and updating of academy financial procedures in accordance with financial regulations and audit requirements.
- To seek grant funding opportunities and complete grant applications as appropriate. Have a sound understanding of the 'Academy resources management self-assessment checklist' (SRMSAC).

### **Personnel related duties**

- To be responsible for the regular review of non-teaching support staff deployment to include finance, administration, office, catering and all premises and maintenance related staff groups.
- To advise the COO (CFO) and Trustees with regard to the assessment of salaries, staffing establishments, and personnel policies and procedures.
- To be responsible for the management of all groups of non-teaching support staff within the administrative, financial and premises management departments of the academy, ensuring appropriate supervision and deployment through supervisory staff.
- To co-ordinate and participate in the recruitment and selection of new staff within the areas of responsibility as and when required.
- To ensure regular appraisals are conducted for all staff within the areas of responsibility and make arrangements for the necessary staff training in accordance with identified development areas for staff and operational requirements.

### **Estate management related duties**

- To be responsible for the maintenance of the academy site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking ventilation, water softening, energy conservation etc.
- To be responsible for emergency procedure and compliance with all legislation including Disability Discrimination Act and accessibility.
- To be responsible for the safety, cleanliness and upkeep of all academy premises, including the management of the academy energy systems.
- In co-operation with the Fire Service, to be responsible for the installation and maintenance of fire extinguishing and evacuation equipment. To initiate regular fire alarm tests and evacuation drills, and ensure appropriate records are kept.
- To manage all aspects of any building projects and maintenance work undertaken on the academy premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, Council planning departments and other related agencies.
- To be responsible for ensuring the necessary buildings, contents and employers liability insurance arrangements are in place.

- To be responsible for the letting of the academy premises to outside organisations and academy staff, and for the development of all academy facilities for out-of-academy use.
- To be responsible for devising, reviewing and updating the academy's disaster recovery plan through consultation with the COO (CFO) and to ensure such procedures are clearly communicated to all staff and members of the academy Leadership Team. Ensure resources, support and training are provided to enable staff to use the software effectively.

### **Academy administration related duties**

- To manage the academy's administrative function including ICT facilities, academy reception, reprographics, pupil records and data, and general office functions.
- To manage, maintain and operate the Academy's computerised financial management systems and other management information systems.
- To ensure regular checks, records and inventories Be a point of contact for the headteacher, SLT and governing board in regard to employment law and associated matters, including updates to policies and procedures.
- Evaluate the academy's strategic objectives and obtain information for workforce planning.
- Help staff identify areas for CPD and organise these opportunities appropriately.

### **Data protection**

- Be the first point of contact with the external DPO to ensure the Trust is compliant with data protection legislation.
- Work with the DPO to ensure audits take place, and monitor and report back on the completion of action plans across all Academies.

### **General Responsibilities**

- To remain aware of and adhere to the academy's child protection policy and procedures.

- To be aware and to adhere to applicable rules, regulations, legislation and procedures e.g. Academy Equal Opportunities policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the Academy.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

This job description is not an exhaustive list of duties and the post holder will be required to undertake and other reasonable duties as discussed. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

RTMAT is committed to safeguarding the welfare of children and new, successful, candidates will be subject to an enhanced DBS disclosure and Barring service check. An online search may be undertaken as part of the recruitment process, on information available in the public domain. Candidates should disclose anything that may be relevant to the application.

### Person specification

<b>Qualifications and training</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Degree or equivalent qualification. As an alternative, extensive relevant experience may demonstrate an equivalent level of knowledge &amp; skills.</li> <li>• Attainment of Academy Business Management qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy qualification</li> </ul>
<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> <li>• Proven managerial experience which will have included: a strategic and policy role, service delivery role, effective use of resources, leading and motivating and developing professional and administrative staff.</li> <li>• Experience of financial and accounting work, premises and facilities including Health and Safety, Human Resources and Administration Support services</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an academy setting</li> <li>• A good knowledge of current legislation and policy within the context of a academy / educational setting</li> </ul>

<b>Knowledge &amp; skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A proven aptitude in utilising ICT in the provision of management information and work planning</li> <li>• The capability to steer a department / organisation through significant change</li> <li>• Able to think laterally and creatively in devising effective solutions to complex problems and to develop and implement effective programmes to deliver these solutions</li> <li>• Evidence of being a constant learner (through undertaking recent professional development); every ready to meet changing circumstances and to improve own knowledge and skills</li> <li>• Ability to communicate and influence effectively at all levels, both verbally and textually</li> <li>• Ability to understand and apply the application of equal opportunities</li> <li>• Ability to manage people in a manner that secures the best productivity and outcomes</li> <li>• Ability to apply performance management techniques and processes</li> <li>• Excellent numeracy and literacy skills with the ability to prepare and present reports to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of academy or college administrative and accounting systems, manual and computerised.</li> </ul>
<b>Personal traits</b>	
<b>The successful candidate will have</b>	
<ul style="list-style-type: none"> <li>• A proven aptitude in utilising ICT in the provision of management information and work planning</li> </ul>	

- The capability to steer a department / organisation through significant change
- Able to think laterally and creatively in devising effective solutions to complex problems and to develop and implement effective programmes to deliver these solutions
- Evidence of being a constant learner (through undertaking recent professional development); every ready to meet changing circumstances and to improve own knowledge and skills
- Ability to communicate and influence effectively at all levels, both verbally and textually
- Ability to understand and apply the application of equal opportunities
- Ability to manage people in a manner that secures the best productivity and outcomes
- Ability to apply performance management techniques and processes
- Excellent numeracy and literacy skills with the ability to prepare and present reports to a high standard Knowledge of academy or college administrative and accounting systems, manual and computerised.