

# Job Description

**Job Title:** Business Manager

**Managed By:** Principal

**Responsible for:** All Finance and Reprographics staff

**Remuneration:** BG16 (SCP 48-51)

**Hours:** 37 hours per week, all year round; Monday to Thursday 08.30 – 16.30, Friday 08.30 – 16.00

**Annual leave:** entitlement is 25-30 days plus bank holidays, depending on length of service. Up to 8 days can be taken during term time, not more than 5 days in any one absence. Annual leave days must be used for periods of school closure e.g. during Christmas period.

## Purpose of Job

- Act as a member of the senior leadership team, contributing to the college's strategic direction and improvement planning
- Support long term planning to ensure financial sustainability and value for money
- Responsible for the management and delivery of all support services within the College.
- Provide strategic advice to the Principal and Governors on financial management, administration, personnel, contracts, health and safety and premises improvement.
- Provide professional Leadership and Management of support staff in partnership with other leaders to enhance effectiveness and efficiency and ultimately improve standards achieved by the pupils.
- Promote the highest standards of business ethos within the administration function of the college.
- Ensure the college complies with all legal requirements in relation to its financial obligations as a business.
- Line management of finance and reprographics support staff.
- Develop financial administrative systems in college.

## Key Job Outcomes

### 1. Financial Management

- Plan and implement the College's financial strategy and ensure efficient financial operations
- Ensure annual financial statements are produced in line with Companies and Charity Commission Regulations including Academy's accounting policies, policy statements of income and expenditure and balance sheets in such form and frequency as the Secretary of State may from time to time reasonably direct.
- Ensure annual accounts are prepared by the Auditor and ensure these meet good auditing requirements.
- Ensure the College's budget is drafted, managed, monitored and reviewed against local and national benchmarks and adjust strategic objectives accordingly.
- Properly account for funds received in the college.
- Ensure all proper financial practices and operations are fully in place and up to date.
- Complete VAT returns.
- Inform the compiling of FRS17 pension returns
- Report to the Principal and Finance Governors on the College's strategic operations, in particular the financial consequences of decisions and options available to them.
- Generate proposals for the more effective use of the College's financial resources and investment.
- Maximise income generated for the College by attracting external funding and resources.
- Complete statutory returns to the DfE, EFA, CES and other external agencies related to the Academy.
- Advise the Principal in the event of any suspected fraudulent activity.
- Monitor service use and the effectiveness and implementation of Agreements.
- Advise the Principal on investments appropriate for the College, taking account of risk in order to maximise return.
- Ensure the College has adequate insurance cover to support its activities to comply with statutory requirements.
- Carry out comparative exercise on key indicators.
- Complete grant applications to secure revenue.
- Review and revise finance policies.

## **2. Administration and Contracts**

- Make appropriate recommendations for purchases, communications and systems in relation to administration ICT.
- Provide strategic proposals to the Principal on the procurement of goods and services. Ensure these services are reviewed and renewed to reflect the College's changing needs.
- Review and revise non curricular College policies and procedures.
- Develop process measures that are affordable and that will inform value for money decisions.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, EFA, Teacher Pensions, LGPS and other agencies and stakeholders within statutory guidelines.
- Overview of college data management in line with GDPR including personal data requests

## **3. Personnel Management**

- Oversee the payroll services for all staff including the management of pension schemes and associated services.
- Support with the recruitment of finance and reprographics staff.
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support when necessary.
- Support with disciplinary, grievance and capability issues for support staff.
- Seek and make use of specialist expertise when necessary.

## **General Accountabilities**

- A. As far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the College's Health, Safety and Welfare policy.
- B. Work in compliance with the College policies and procedures including commitment to Equal Opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation and the high expectations of the college for all employees
- D. Attend meetings as appropriate and relevant.
- E. Demonstrate commitment to ongoing personal development.
- F. Understand and promote the Gospel values and the principles of the Catholic faith, support the Catholic ethos of St Bede's as a Catholic college.
- G. All employees participate in an annual review of performance and agree targets for further development.
- H. Any other reasonable requests from the Principal.
- I. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.

**Post Review:** These responsibilities will be reviewed annually and will change in order to meet the needs of a developing and expanding college.

***This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of the college.***