

Inspiring Futures Through Learning– Role Profile

Role Title: **Trust Business Support Manager**

Accountable to: **Financial Controller**

Grade: **H**

Purpose of job

This Trust Business Support Manager will support the Chief Finance Officer (CFO) and Financial Controller (FC) to generate, harness and process management information required at central level for the purpose of decision making, external statutory returns and monitoring returns at school level. The role is one of a lead professional and will be a key member of the central team.

Job Description

Key Responsibilities

- Leadership - Provide strong and innovative leadership in all aspects of the role including strategic direction, change management and financial operational effectiveness.
- Support Services - Lead, develop and coordinate support services for finance teams within our schools.
- Procurement - always ensure compliance with all internal policies and external limitations, at all times.

Leadership & Strategy

- Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the trust in a purposeful and inclusive manner.
- Demonstrate strong leadership skills when supporting the trust schools. Sustain team spirit, set expectations, drive performance and provide feedback and encouragement
- Support the delivery of consistent information across all communication channels
- Support, attend and lead when required, the SBM weekly meetings and contribute to local networking groups as well as coaching colleagues
- Assist with the monitoring of grant expenditure for the trust and the gathering of evidence on expenditure
- Support and lead finance meetings at schools, facilitating on consolidation information and needs from across premises, HR and IT to ensure that the schools needs are fully considered in the preparation of the schools budgets.

Support Services

- To work directly with schools to support SBM, Head Teachers, Finance Teams and Department Leads to ensure effective day to day management of the schools. This includes the monitoring of financial outcomes to ensure they are controlled in line with budgets and that early indicators are highlighted when objectives may not be

met. Thus, ensuring the resilience and drive is sustainable across facilities and services.

- To support the smooth operational running of the finance function within our schools, acting as a 'hub lead' between the Central Team and Schools, ensuring two-way communication is achieved.
- Work closely with the central Trust Team to coordinate priorities.
- Be an integral part of each school by being part of the SLT.
- Support the development of the local schools, including budgeting for school improvement.
- Full line management of the School Bursar or Finance Leads at each school, including responsibility for recruitment, performance management and disciplinary/grievance issues.
- Work with the SBM's to explore options for efficiency improvement as opportunities arise both financially and operationally.
- Be prepared to support a trust school in the temporary absence of an SBM, or senior finance manager role.
- Assist with the month end procedures, including the preparation and checking of monthly management accounts packs in line with our specified deadlines.
- Report into the Head Teachers and strategic leaders.
- Ensure compliance against the Trust Financial Policies and accounting system are operated effectively.
- Assist with the preparation and checking of the audit pack for schools including supporting them with the collation, creation or generation of specific schedules to support the year end process.
- Work within the agreed asset management plan, ensuring that each school's maintenance expenditure is being targeted to priority areas.
- Support the CFO and FC with the budget setting process, as needed.

Procurement & Payments

- Support the schools and Central Team, as needed with the timely processing of invoices and payments, in line with internal and external policies.
- Authorise trust level transactions on the Access Finance system, checking that compliance with trust policy is observed.
- Any other task requested by the CFO or FC that is in line with the job description and paygrade.

Work Profile

- Manage the implementation of school administrative, financial and related policies and procedures; developed analytical, judgmental or creative skills required to interpret varied and potentially complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to Financial Controller and is a member of the senior leadership team in each school. Contributes to and develops strategic initiatives and involves significant decision making affecting the local schools.
- To adhere to school, Trust and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data

- protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Attend relevant meetings
- To maintain confidentiality

Generic Responsibilities of all Trust Employees

- To exemplify and uphold the Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow Trust policies
- To work in a co-operative and polite manner with all stakeholders.
- To follow the child protection procedures and ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative, and positive when communicating to other staff.
- To take an active and positive role in the Trust's commitment to the development of staff, and their annual review procedures.
- To work with schools in such a way that it enhances the reputation of the school and the Trust.
- To seek to improve the quality of the Trust's service.
- To present oneself in a professional way that is consistent with the values and expectations of the Trust.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time				A	A Application I Interview T Testing R Reference
<u>D</u> esirable Applications will be preferred from candidates with the denoted qualifications				D	
<u>E</u> ssential Applicants without the denoted qualifications or experience will not be considered for this role				E	
Qualifications	Recognised school management qualification or equivalent to minimum NVQ4 level or a recognised accountancy qualification.	X			A
Skills / Experience	Use of standard IT business packages with particular competence in spreadsheets and management information systems	X			I, R
	Experience of school budgets and finances		X		A ,I ,R
	Experience of staff and team management		X		I, R
Competencies				Level	Assess by;
<u>A</u> wareness Demonstrable aptitude and ability to develop in the particular work area				A	A Application I Interview T Testing R Reference
<u>S</u> ignificant Clear competence in the work element sufficient for all role requirements				S	
<u>E</u> xtensive Sufficient expertise in the work element to lead and mentor others, and influence policy and practice				E	
Planning and organising work	Agreement of, and adherence to, reporting deadlines in accordance with academic year			X	I
Planning capacity and resources	Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years		X		I
Influencing and interpersonal skills	Working with external suppliers, colleagues, governors and the Trust to maximise efficiency and economy		X		I, R
	Influencing skills with colleagues, governors and others in relation to introducing change			X	I
Using initiative	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management.		X		I, R
Working independently	Dealing autonomously with all but the most serious problems but keeping Financial Controller/CFO apprised of all major issues.		X		I
Managing people	Full management responsibility for the School Bursars across the local schools.		X		I
Managing resources	Consultant/advisor status in relation to smaller school finances. Monitoring of robust internal financial procedures.	X			I, R

Managing risk	Awareness of child protection issues; health and safety risks; adherence to financial regulations	x			I
Managing oneself	Awareness of personal development needs and opportunities		x		I