**Link Academy Trust**

**Job Profile**

**Post: Trust Business Manager (TBM)**

**Reporting to: Deputy CEO**

**Responsible for:**

* Overseeing the Financial operation within the Central Business Team,
* Work in collaboration with the Trust Administrator to manage the administration of all Academies in order to provide an efficient financial service,
* Leading and managing all estate issues including property maintenance, building projects, H&S compliance, catering and cleaning operations,
* Oversee the Condition Improvement Funding (CIF) application process and manage resultant projects,
* Directing the Marketing strategy and
* Managing communication and information technology systems and delivery across the Trust.

**Salary:** NJC SCP 39-43. 37hrs/wk, all year round.

**Base:** The TBM may be based at Landscove School House but is required to work at any academy where Trust business is conducted that is within reasonable distance of the Trust base.

**Principal Role:**

The principal role of the TBM is to ensure compliant management of all the Trust’s financial activities in support of its educational and organisational objectives including the day-to-day financial resources, management accounting and budgetary functions of each Trust school. They will contribute towards the continual development of the Trust’s financial practices and policies, ensuring the Trust maintains consistent internal controls and accurate accounting records; coordinating the provision of timely, reliable and insightful management reporting consistently across the Trust to enable senior colleagues to make financially informed decisions. Coordinate the Trust’s statutory audit (including the preparation of the accounts), internal audit finance visits and other ESFA financial returns. Management of the Central Finance team and its interaction with the schools in the Trust and external suppliers; leading on centralised procurement initiatives; and being an active member of the Central Business Unit contributing to the strategic development of the Trust. The TBM will oversee and promote the highest standards of business ethos and ensuring the most effective use of resources in support of each school in the Trust’s learning objectives.

**Job Purpose:**

The TBM reports directly to the Deputy CEO ensuring the Trust meets its obligations under the Academies Trust Handbook and other statutory and regulatory obligations including the timely preparation of compliant annual statutory accounts; to work with the Central Finance Team and School Administrators to ensure each school complies with the Trust’s financial procedures and delivers timely and accurate management accounts, budgetary and other financial and business returns; and to lead the Central Finance team ensuring the central purchase ledger function provides an efficient and effective service for those schools using it.

**Job Responsibilities:**

The TBM will line manage the Central Finance team ensuring the Trust maintains the highest standards of financial probity, operating in accordance with the Trust’s financial and other policies and procedures. They will provide expert professional advice and support to the Trust’s leadership team with the strategic financial planning covering the current and future years. They will be responsible for preparing the annual budgets, monthly management accounts and cash flow forecasts that are accurate and presented within agreed timeframes. Management reporting should include informative analysis and interpretation of each school’s management accounts including agreed KPIs and variance analysis. The TBM will prepare the annual consolidated statutory accounts, coordinating the annual audit work across the Trust, and helping ensure compliance with the SORP, the Academies Financial Handbook and the master funding agreement.

Estate management will also be a key part of their role maintaining oversight of the academies and ensuring the safe maintenance and security operation of all school premises; they must be able to follow sound practices in estate management. Reliance upon the annual Condition Improvement Funding (CIF) round is extremely important for the Trust schools and the TBM will take the lead on arranging CIF submissions. As part of good estate management, the TBM will oversee the overall Trust’s H&S practice line managing the H&S coordinator to ensure the strict adherence to current legislation is maintained.

The TBM will play a key role in the use of MIS and IT across the Trust. They will consult with relevant professionals, including the Trust’s strategic IT partner, to introduce new technology or improve existing technology for different purposes across the Trust. They will establish systems to monitor and report on the performance of technology within the academies to provide an overall picture of the Trust. In case of system failures, ensure contingency plans are in place that can be quickly implemented with the minimal disruption to curriculum delivery.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

**Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Disclosure Service Certification from the Disclosure and Barring Service:**

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service. The role of ATHSC requires an Enhanced Certificate.

**Trust Business Manager**

**Person Specification**

E = Essential, D = Desirable

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| **Method of Assessment**  The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | **Essential or Desirable** | **Application Form** | **Interview (or other selection activity)** |
| **Qualifications & Experience:** |  |  |  |
| Qualified to a degree level relevant to the post and/or equivalent through significant professional experience in field. | **E** |  |  |
| Formal professional accountancy qualification (ACA , ACCA , CIPFA, CIMA, or equivalent) | **E** |  |  |
| Strong numeracy skills evidence by at least Maths GSCE (A-C) level or equivalent and preferably an A Level or other higher Maths qualification | **E/D** |  |  |
| Excellent reading and writing skills evidenced by at least English GSCE (A-C) level or equivalent | **E** |  |  |
| At least three years’ experience of appropriate financial management experience one of which was in an academy setting, such that the post-holder is able to demonstrate a detailed understanding of all aspects of management accounts and academy finance. | **E** |  |  |
| Proven experience of financial budget planning and forecasting, of a school, academy or other organization. | **E** |  |  |
| Experience of managing large and complex budgets. | **E** |  |  |
| Previous demonstrable experience of working at a senior level on the statutory audit of a multi-company and/or school audit either as auditor or client. | **E/D** |  |  |
| Proven experience of preparing consolidated statutory accounts (ideally for an academy Trust) that comply fully with all relevant regulations. | **E/D** |  |  |
| Evidence of effective leadership and management of staff. | **E/D** |  |  |
| Relevant managerial and professional experience in a related area at a senior level. | **E/D** |  |  |
| Experience of managing change and implementing new systems. | **D** |  |  |
| A track record in leading successful delivery of large and/or complex projects across a business/organization | **D** |  |  |
| A sound knowledge and experience of regulation relevant to the post. | **E/D** |  |  |
| **Knowledge and Skills:** |  |  |  |
| Ability to build and form good relationships with colleagues, other professionals including external suppliers and professional advisers. | **E** |  |  |
| Ability to work constructively as part of a team | **E** |  |  |
| Able to lead, develop, motivate and inspire a team of staff to achieve high levels of performance. | **E** |  |  |
| Excellent oral and written communication skills, and demonstrable negotiation and advocacy skills. | **E** |  |  |
| High level of competency in the use of IT including advanced Excel skills. | **E** |  |  |
| Ability to use and have up to date knowledge of HCSS Accounting and Budgeting. | **D** |  |  |
| Commercial awareness and the ability to achieve value for money. | **E/D** |  |  |
| Strong skills in financial analysis and risk management. | **E/D** |  |  |
| Knowledge and understanding of the Academies Financial Handbook, Companies Act and Charities Act. | **D** |  |  |
| **Personal Qualities:** |  |  |  |
| A proven team player with excellent interpersonal skills and the credibility to interact and build positive working relationships with staff, managers and external partners to influence at all levels. | **E** |  |  |
| Efficient and meticulous. | **E** |  |  |
| Emotionally intelligent with a good sense of humour. | **E** |  |  |
| An innovative, proactive approach to recognising and solving problems. | **E** |  |  |
| Strong decision-making skills with the ability to make decisions and recommendations based on the analysis options. | **E** |  |  |
| Initiative and ability to prioritise one’s own work and that of others to meet deadlines when under pressure. | **E** |  |  |
| Resilience and the ability to work under pressure to meet deadlines, often without guidance to deliver agreed objectives | **E** |  |  |
| Able to follow direction and work in collaboration with colleagues. | **E** |  |  |
| Able to work flexibly, adopt a “hands on” approach, and respond to unplanned events. | **E** |  |  |
| A willingness to seek specialist advice and awareness of where to seek it. | **E** |  |  |
| Commitment to staff and own personal development. |  |  |  |
| High standards of professionalism and confidentiality | **E** |  |  |
| Commitment to the highest standards of child protection and safeguarding. | **E** |  |  |
| Commitment to the Trust’s core values and vision. | **E** |  |  |