**Job Description**

**Business Manager**

The post holder will report to the Head Teacher, apart from other colleagues the main contacts of the job are pupils, parents, governors, local authority, members of the public, contractors and suppliers and other outside agencies

**Main Purpose of the Job**

With an understanding of a vision for the school, advise the Headteacher and offer leadership in financial management. Strategically maximise income generation and manage the budget to have greatest impact on learning

To be responsible for the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial management service, including the monitoring of actuals against budget and reconciliations of income and expenditure.

To be responsible for general personnel matters within the School including the administration of the recruitment of teaching and support staff.

To ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.

To be responsible for the schools asset management process.

**Key Responsibilities, Tasks and Duties**

**Finance**

Advise Headteacher & Governing Body on investment and financial policy, prepare appraisals for particular projects and in conjunction with the Head Teacher, develop a long term business plan for the school.

Prepare regular management accounts for budget holders, obtain agreement of budgets, and monitor accounts against budgets and report on the financial state of the School to the governors.

To manage the School accounting function, ensuring efficient operations according to agreed procedures, and maintain those procedures through an annual review process.

To monitor all accounting procedures and ensure the resolution of any problems including: ordering, processing, payment for goods and services provided to the School; operation of bank accounts, ensuring that regular full reconciliation is undertaken; maintaining and assets register; preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

To ensure compliance with all financial returns for the DfES, LA and other central and local government agencies within statutory deadlines.

To deal with the school’s rating assessment and VAT liabilities, and advise on the financial implications of charitable status with respect to the current and any future tax legislation.

To support the Head Teacher in maximising income within the ethos of the School, whilst ensuring best value principles are adopted, for example, in extended schools activities.

Ensure compliance with financial management standard in Schools and use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Head Teacher and Governors accordingly.

Undertake procurement and sales revenue procedures, including the raising of purchase orders, arranging for payment of invoices, liaising with suppliers as appropriate, generating cheques, and raising sales invoices.

Maintain accurate books of accounts and computer records, which record the school’s financial transactions, including order forms, invoices, cash, receipts and other paperwork.

To manage the ongoing maintenance of the financial ledger and completion of month and year-end procedures including reconciliations, leading to the prompt and accurate production of the management and financial accounts.

Provide members of staff with advice and guidance with regard to school financial procedures and regulations.

Be responsible for the supervision and line management of the Administrative/ Finance support staff where appropriate.

**Human Resources**

To be responsible for recruitment processes - including safeguarding and liaison with HR, ensuring all pre-employment checks are completed, overseeing staff contracts and management and oversight of payroll for staff.

Ensure the maintenance of confidential staff records, taking account of data protection requirements and including responsibility for maintaining an up to date single central record

Manage the contract and relationship with contractors ensuring best value, contractual obligations are met and expectations are clear and standards adhered to.

**Estate Management**

Be responsible for the maintenance and upkeep of the whole school and efficient operation of facilities on the property, ensuring safety checks are carried out as required and repairs and maintenance are scheduled to ensure compliance with legislation and that equipment is in good working order.

In conjunction with the Head Teacher, to take responsibility for ensuring the security of the school site

Acting at the Health and Safety co-ordinator, take a lead role in Health and Safety across the school, ensuring obligations are met, risk assessments are conducted as necessary and updating the Headteacher and Governors on and Health and Safety issues that arise.

To be responsible for the management of facilities including premises, lettings associated income, building and projects

To advise the Head and Governing Body on insurance issues

**Whole School Administration**

Responsibility to ensure the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation, best practice and/or management structures in order to meet the needs of the school.

Effective management of the Administration Team to ensure that school needs and priorities are met and that administration and front of house is efficient and professional.

Play a lead role in the development of policies and procedures relating to financial management, health and safety, security, asset management, confidentiality and date protection.

**General**

To ensure accuracy and confidentiality of information produced relating to the management and administration of the school

To comply with and assist in the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

To contribute to the overall ethos, work and aims of the school

To develop constructive relationships and communicate with other agencies and professionals

To share expertise and skills with others

To participate in training and other learning activities and performance development as required

To recognise own strengths and areas of expertise and use these to advise and support others

**Person Specification**

**For this job we are looking for:**

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures

Certificate of School Business Management (CSBM) or willingness to work towards, with support of the school

An understanding of the requirements for ensuring an efficient payroll system.

Experience of analysing financial information and using budget monitoring procedures for monitoring income and expenditure.

Successful experience of implementing, developing and maintaining and effective financial information management systems in a busy office environment

Ability to analyse statistical data to produce reports and commentary using spreadsheets and databases.

Excellent IT skills and the ability to use financial management software packages or similar systems.

Ability to develop and review financial systems and procedures and implement improvements.

Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.

Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.

Ability to keep accurate financial records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Excellent organisational skills to meet any deadlines as required throughout the school year.

Willingness to attend any training courses as may be required in the future.

Willingness to abide by the Local Authorities and Governors’ various policies.

The post holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school’s professional standards, including dress code, at all times

Be willing to consent for an enhanced disclosure check to the DBS (Disclosure and Barring Service).