Laleham Gap School Job Description

**Job Description: Assistant School Business Manager**

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| **School:** | **Laleham Gap School** |
| **Grade:** | **Kent Range 7** |
| **Responsible to:** | **School Business Manager** |

**Purpose of the Job:**

To Assist the School Business Manager to provide a full range of finance and business support to the school. This is includes being responsible for the day to day management and monitoring of the school’s budget and financial systems in accordance with KCC Financial Regulations.

**Key duties and responsibilities:**

1. Assist the School Business Manager with Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies
2. Assist the School Business Manager with admin support for the Finance, HR and facilities Management
3. Assist the School Business Manager and contribute to develop appropriate policies relevant to school support functions
4. Monitor employee absence and be responsible for implementing absence procedures, this includes conducting return to work interviews, referring staff to occupational health, undertaking health, stress and maternity risk assessments
5. Support the School Business Manager with complex HR or Personnel issues.
6. Supervise the Health and Safety Team who are responsible for health and safety issues within the school. This includes weekly meetings with the site team to allocate and review works, undertaking regular Health and Safety walks, updating risk assessments, regularly reviewing planned and preventive maintenance schedule and allocation of holiday work.
7. Assist with the design and implementation of the school’s financial procedures and systems.
8. Assist with the preparation/prepare the draft annual budget and financial plans.
9. Maintain the school’s accounting systems both the main school account and the voluntary account
10. Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations.
11. Produce financial analysis and reports, including liaising and reporting to the Local Authority.
12. Manage petty cash and ensure appropriate use of the school’s bank accounts.
13. Process orders and approve payments ensuring correct financial control is applied.
14. Reconcile accounts.
15. Develop income generating activities including preparation of and submission of bids for funding to external agencies.
16. Responsible for adherence to financial regulations and audit requirements and advising on the application of these.
17. Assist the School Business Manager with preparation of payroll reports - this includes checking, collating, inputting and processing.
18. Manage and maintain the School Voluntary Fund, including preparing and organising an annual external audit and providing regular reports to the Business Manager, Governors or other account holders as required.
19. Maintaining the schools Asset Register.
20. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
21. Undertake day-to-day supervision of Finance Assistant to ensure deadlines are met
22. Undertake administrative duties, such as reception, filing, and document preparation.
23. Any other duties or tasks appropriate to the grade of the post assigned by the Headteacher

Laleham Gap School Person Specification

**Person specification: Assistant School Business Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 3 Diploma (or equivalent) with accountancy and finance and knowledge / skills - willing to work towards the Certificate of School Business Management (CSBM). |
| **EXPERIENCE** | Significant experience of working in a finance role. |
| **SKILLS AND ABILITIES** | Requires skills for the motivation of staff, negotiations with suppliers, advice to the Senior Leadership Team and liaising with external bodies; deals with sensitive issues e.g. contracts, payroll, HR.  Strong interpersonal and communication skills – written and verbal  Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff.  Positive “can do” attitude Initiative / proactive approach -  Emotional Resilience, Forward thinking and solution focused  Good organization & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail  Assured manner. High level customer service skills and professional ethos  Strong IT Skills- Keyboard skills applied with precision and speed  Ability to prioritise own workloads and to work to deadlines is essential. |
| **KNOWLEDGE** | Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances  Must be aware of KCC Financial Regulations and understand other relevant school policies.  Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.  Knowledge of a range of IT systems  Knowledge of computerised and manual filing systems  Awareness of Data Protection and confidentiality issues  Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety |