

Beacon Plus

College Business Manager

Job Description and Person Specification



Job description

Beacon Plus is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Salary: KR10
Hours: 24 hours per week (No. of days per week to be negotiated)
Contract type: Part-time, 40 weeks per year (Term time plus 2 weeks)
Duration: Fixed term until August 2026, with a view to become permanent
Reporting to: College Principal
Responsible for: Administration Team Member(s)

Main purpose

The college business manager (CBM) is responsible for managing the strategy and operation of the business functions of our college, including financial management, compliance and administration.

They will advise on and implement the day-to-day support that enables the college to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- › Under the direction of the College Principal, lead on all financial matters in college, to ensure the college's successful financial performance and to ensure financial decisions are clearly linked to the college's strategic goals
- › Implement college-wide changes and allocate resources in line with the college improvement plan, putting policies and procedures in place and communicating them to staff
- › Take all decisions in line with the vision and values of the college, and encourage others to do the same
- › Implement a marketing plan for the college, which utilises the college website, signage, the prospectus, and communications with current and prospective learners and other stakeholders
- › Monitor developments in technology and consider how it can be used to enhance the college's business processes, teaching and learning, and staff wellbeing
- › Line management responsibilities for the member of admin staff
- › As a member of the senior leadership team, attend all leadership team meetings and report to directors where appropriate

Financial management and fundraising

- › In partnership with the College Principal, manage the college's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- › Submit the budget to the directors
- › Monitor the budget all year round, advising the College Principal where revisions or changes are needed
- › Forecast future years' budgets, based on the college's estimated funding and trends in expenditure, to enable the College Principal to make strategic, long-term decisions
- › Comply with financial reporting requirements and submit statutory returns for the LA and Dfe in accordance with deadlines
- › Act as the primary contact for external agencies e.g. LA, DfE, Companies House and external auditors on all financial matters.

- Oversee college bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the college's fundraising and income generation strategy, choosing fundraising priorities in line with the college improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- To cooperate, initiate and manage audit and year end procedures as necessary for the college accounts
- Manage the college's lettings offer
- Monitor the effective data entry of financial records such as receipts by the admin team to ensure all financial records are maintained effectively.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- To oversee handling of petty cash and banking

Human resources

- Liaison with third party support on HR matters
- Review staffing structure, as part of budget setting processes

Health and safety

- Liaison with third party support, manage the college's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the college
- With the College Principal and staff team, supervise the maintenance of the college site and liaise with building management team

Compliance

- Manage the college's compliance with statutory obligations including ESFA and tax reporting, and advise others on the relevant legal, regulatory and ethical requirements
- Track all college policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- To undertake the role Data Protection Officer

Administration

- Provide administrative support for the College Principal, directors and cover admin team as required
- Keep records in accordance with the college's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Be the college's data protection officer, taking responsibility for monitoring data protection compliance and advising the college community on data protection issues
- To support the admin function during peak times or to cover absence to ensure all registers and compliance areas are fulfilled for day to day running and safeguarding

The college business manager will be required to safeguard and promote the welfare of young adults at risk, and follow college policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the college business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the College Principal.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Financial qualification or proven ability to do the job
Experience	<ul style="list-style-type: none"> ➤ Management experience in a college, or in a relevant field outside education, such as finance ➤ Line management experience ➤ Contributing to staff development ➤ Working with young adults with learning disabilities and difficulties ➤ Experience of working with ESFA/DFE funding reports ➤ Experience of working with auditors ➤ Experience of registering and handling VAT
Skills and knowledge	<ul style="list-style-type: none"> ➤ Knowledge of financial management ➤ Excellent attention to detail ➤ Previous use of Zero accounting packing, government platforms for data reporting, all Microsoft packages ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality ➤ Knowledge of setting up as a charity and operating within these guidelines
Personal qualities All essential	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the college and getting the best outcomes for all learners ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the college ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Commitment to working as part of a high performing team