

Grove Park Academies

JOB DESCRIPTION

**Name**

**Title** Trust Business Manager

**Accountable to** Executive Headteacher

**Accountable for** Financial and Business Management of the Trust

**Line Management** Responsible for the Central Services Team

**Team Membership**  Senior Leadership Team

**Annual Appraisal** Executive Headteacher

**Working Time** 37 hours per week (Full Time)

**Salary** KR 11

**Job Purpose**

The Trust Business Manager (TBM) will the Principle Finance Officer for the MAT and as such will support the Executive Headteacher (CEO) in performing their roles as Accounting Officer ensuring that the academies operate good financial governance in line with the Academies Financial Handbook Manual. This role is an integral part of the leadership of the Trust, including the individual academies within the Trust.

The TBM will have lead responsibility in the following areas:

* Finance
* Procurement
* Business Development
* Human Resources
* Legal issues
* Estates Management
* IT and information management
* Health and Safety

Although the TBM will lead in these areas, they will be supported by a range of academy staff (Operations Manager, Bursar, Site team, Office Manager, administrators and catering) including professional advisers to enable them to carry out these duties and advise the board on these matters.

# Strategic Role

* To provide strategic vision and leadership across all non-educational functions of the Trust
* To help develop a Trust Business Plan with Executive Headteacher
* Maintaining a strategic financial Plan including a 5-year budget plan for the Trust.
* Contribute to the overall marketing strategy for the schools
* Leading on the development and operation of Finance Policies and Procedures
* Ensuring compliance with all relevant employment law
* Providing appropriate advice to allow the Trust to understand and enter into contracts for services
* Overseeing all contracts for the Trust to include Grounds maintenance etc.
* Advising the Trustees on Insurance requirements and produce such response and information as required.
* To ensure all statutory reporting on behalf of the Trust is accurate and timely.
* To ensure the Trust complies with statutory requirements such as Data Protection and the Freedom of Information Act including GDPR
* To support the Executive Headteacher in matters relating to Health and Safety and ensuring compliance with all relevant legislation.
* To support recruitment of all staff.
* To support Trustees on all aspects of Academy return requirements.
* To oversee the line management all staff within the administrative, premises and Catering teams within each school
* To proactively and effectively provide information, training and support to the teams of non-class based support staff.
* To identify potential sources of Income and maximise income generation.
* Supporting Trustees and the Accounting Officer in producing the annual report for the auditors and ESFA.

# Finance Role:

* To develop and oversee all financial policies and procedures to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission and within current legislation.
* To work closely with the administration staff, to ensure Finance Policies and Procedures are complied with.
* To prepare school budgets working with the Executive Headteacher, SLT, and trustees in line with the School Development Plans.
* To prepare and submit all financial returns e.g Budgets etc.
* To ensure appropriate audit and assurance reports are carried out for the Trust and all academies within the Trust.
* To ensure follow up on any recommendations from Internal or External Audit Reports.
* To ensure any tax obligations are discharged correctly and effectively
* To ensure that the academies are fully prepared to meet OFSTED financial criteria.
* To liaise with relevant government agencies as required.
* To monitor all costs of each school to ensure schools are on budget, making any recommendations to the Governors as required.
* To attend relevant committee meetings (Finance, Audit, Board Meetings and SLT).

# For each Academy within the Trust

* + Assist the Headteachers of each school in setting and managing their school’s budgets to ensure schools can deliver the curriculum.
  + Act as first point of contact on financial procedures from school staff.
  + Process orders and invoices within budget limits agreed in the Schools Annual Budget.
  + Ensure the accurate maintenance of all school accounts, including the main school bank account.
  + Maintain all systems for the proper collection, checking and banking of cash or any other income.
  + Report in a timely basis, to the DFE in line with their specific requirements.
  + The preparation of the monthly cash flow forecast for the Trust.
  + Completion of all financial and statistical returns to the ESFA, HMRC and DFE.
  + Assist auditors with statutory annual accounts.
  + Ensure timely and accurate information is passed to payroll re variations to pay, leavers and joiners.
  + Reconcile the payroll monthly to the budget reporting any variances to the Executive Headteacher as appropriate.
  + Prepare the annual budget for discussion with the Executive Headteacher and presentation to Trustees
  + Monitor expenditure to ensure budgetary control highlighting any under/overspends to the Executive Headteacher as appropriate.
  + Complete Month End procedures and Produce timely monthly Financial Monitoring Reports in line with the School Finance Policy
  + Ensure that procedures for lettings are carried out in line with the school's policy and that all records are accurate and up to date. Including invoices, insurance etc.

# Human Resources

* To support development and oversee all Human Resources policies and procedures.
* To support recruitment strategy within the MAT.
* To oversee and ensure compliance with legislation regarding the Single Central Record for all schools within the MAT.
* To ensure robust arrangements are in place for payroll and all associated paperwork.
* To oversee the paperwork relating to HR for Grove Park Academies including contracts, payroll, recruitment etc.

# Business Development

# Work with the Trustees and Executive Headteacher business plans for growth of the Mat.

# Explore the benefits of other schools joining the Mat.

# Estates Management:

* To ensure that the site team oversee records of Statutory checks and services as required ensuring that are all contracts are in place and checks carried out accordingly
* To co-ordinate a strategic plan of maintenance, repair and improvement with the Site Manager
* To oversee the Fixed Asset Register and Equipment Register in line with the schools Finance Policy.
* To ensure that statutory checks and services are maintained by the site team.
* To work with the Site Team to co-ordinate a programme of maintenance, repair and improvement.

# Health and Safety

# To ensure that the site Team and Operations Manager undertake the health and Safety checks and report back.

# Ensure reporting systems are robust and in place.

* To ensure that the Health and Safety procedures are followed in accordance with the school policy and any concerns reported to the Headteacher or Caretaker.

**ICT**

* To lead in the development of IT strategy and systems used in the business management of the MAT.
* To procure and manage the IT contracts for the provision of the infrastructure, systems and licences in consultation with the IT consultants working for the trust.

# Other

# Supporting the Board in the systematic review of the risks by development and maintenance of the Trust’s risk registers and ensuring the academies have business continuity plans in place.

# The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required.

# Safeguarding

# To commit to the safeguarding of all pupils and adhere to all safeguarding policies in the School.

Date Job description agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Executive Headteacher): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (for Trustees): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_