

## **Job Description – FOR REVIEW IN LIGHT OF EXPERIENCE**

### **Area Business Manager (ABM)**

The ABM will be accountable to the Director of Finance & HR of the Kent Catholic Schools' Partnership (KCSP) and be responsible, on a day-to-day basis, to the Executive Principal of the assigned academies.

#### **Purpose of the Post**

To play a key role in contributing to the achievement of each academies' Catholic educational vision through sound financial planning and accountability, and by helping to ensure a safe and secure school environment.

To have overall responsibility for the strategic financial planning and management, Payroll, Estate Management, Health & Safety and services managed by contract of assigned academies and to advise the Executive Principal, Executive Governance Committee, Academy Committees and Academy Principals on all matters of a financial and service provision nature.

To discharge the above in line with the overall Catholic ethos and financial position of KCSP, working to KCSP's Director of Finance & HR so that KCSP's strategic financial imperatives are maintained and ensured.

#### **Key Responsibility Areas**

##### **Strategic Finance**

- Working to KCSP's Director of Finance & HR to help ensure academy budgets align with the on-going integrity of KCSP's accountabilities as a Catholic multi-academy trust (MAT)
- Play an active part in helping devise and ensure the implementation of KCSP's vision as a Catholic MAT

##### **Financial Planning, Management and Monitoring in respect of assigned academies:**

- Prepare Three Year Financial Forecasts
- Prepare the annual budget as part of three-year financial plans
- Prepare the financial reports, estimates and financial returns required by the Central Trust Office and the ESFA
- Ensure the effective operation of financial control within each Academy, and look to achieve value for money in all expenditure
- Develop and update appropriate financial regulations and work with Academy Principals to ensure compliance
- Promote best practice and ensure compliance with the financial processes and procedures set out in the policies of the Multi Academy Trust and Academies Financial Handbook
- Devise appropriate accounting procedures to control, monitor and disburse each academies budget
- Oversee and ensure all significant control processes are completed each month.
- Ensure preparation of monthly management accounts and periodic re-forecasts as required by the Central Trust Office
- Monitor cash flow
- Prepare financial appraisals of projects as necessary

- Ensure Executive Governance Committee and Academy Committees' meetings have high quality and all necessary information in order to discharge their duties effectively
- Attend Executive Governance Committee and Academy Committees' meetings as required and agreed with the Executive Principal
- Be responsible for each academy's procurement and contract management, monitoring service agreements and contracts for effectiveness of delivery, and ensuring each academy receives value for money
- Compare financial performance against other academies
- Ensure each academy's compliance with the requirements of an academy that is part of a MAT
- Develop and maintain a Risk Register for each academy
- Develop and maintain a Business Continuity Plan for each academy

#### **Estate Management**

- Oversee the effective management and maintenance of each academy's grounds and buildings
- Oversee the effective planning, management and delivery of significant building projects
- In conjunction with the Executive Principal and Academy Principals, develop plans and processes to be adopted by the assigned academy's which ensure the effective management and maintenance of assigned academies grounds and buildings

#### **Health & Safety**

- Develop and update appropriate policies and procedures for adoption and lead implementation in each of the assigned academies to ensure compliance with the health and safety (H&S) policy and relevant legislation by the assigned academies
- Support the Academy Principal in the effective implementation of those policies
- Be a key member of each Academy's Health & Safety Committee
- Develop and update appropriate policies and procedures for adoption and implementation in each of the assigned academies relating to contractor safeguarding and all contractor activities
- Ensure adequate funding is budgeted for H&S matters
- Liaise with the H&S Executive (HSE) and emergency services as appropriate

#### **IT Systems**

- Oversee the effective management of IT Network Support across and in each of the assigned academies
- Support the provision of an effective IT infrastructure which meets the evolving needs of the academies and aligns with any overall strategic position of the Trust
- Develop and update financial, management accounting and administrative systems in line with academy and Trust requirements
- Oversee ICT functions as appropriate to assigned academies

#### **Payroll/HR**

- Oversee the effective management of the payroll service and act as liaison with the external payroll provider (Cantium Business Solutions), ensuring payroll audit trails adhere to guidance, and appropriate checking and authorization is carried out each month
- Ensure academy HR records are consistent in SIMS (workforce census); Cantium Business Solutions (payroll) and OROVIA (BPS budget system); Deal with personnel matters relating to salary, pension and HMRC enquiries

#### **Procurement**

- Develop and update appropriate policies and procedures for adoption and implementation in each of the assigned academies concerning the buying and ordering of all academy supplies and services
- Monitor the operation of policies concerning buying and ordering, and prepare such reports as may be required
- Ensure that contractual relationships with suppliers deliver best value and is consistent with

Catholic ethos, values, and policy

#### **Audit Services**

- Advise Governance Committee Members and Executive Principal on financial regulations implemented by KCSP and the ESFA
- In conjunction with the Central Trust Office liaise with auditors and plan all audit arrangements.
- Implement audit recommendations

#### **Insurances**

- In conjunction with Central Trust Office make arrangements for appropriate insurance cover as required
- Liaise with Insurance companies regarding claims and necessary inspections to preserve cover
- Ensure all contractors engaged have appropriate insurance cover

#### **Asset Control**

- Ensure accurate records are kept by assigned academies of all assets via Parago
- Develop and update appropriate policies and procedures for adoption and implementation in each of the assigned academies for the procurement, capitalization, and disposal of all assets
- Update, as part of one-year financial plans, an asset maintenance programme for each of the assigned academies.
- Prepare, as part of one-year financial plans, a detailed capital purchase programme for each of the assigned academies
- Prepare bids to Central Trust Office as necessary to access the MAT capital funding allocation

#### **Staff Management**

- Provide line management for direct reports including all aspects of performance management
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour and performance are demonstrated
- Support Executive Principal with necessary information for teaching and support staff promotions and annual pay reviews

#### **Other areas**

- Build and maintain strong relationships between academies and across the Trust
- Attend public events as a member of the academy Senior Management Teams (SLTs) as appropriate
- Represent assigned academies at KCSP finance forums, and KCC finance forums and ESFA update meetings as required by KCSP's Director of Finance & HR