

## Harlow Inspirational Learning Trust



### Business Manager

**Job Description:** Business Manager HILT - Fixed Term of 1 year in the first instance.

**Post type:** Fixed Term - 1 year in the first instance

**Hours** - 2 days per week or equivalent. With occasional evening work.

**Car driver essential**

**Salary:** Pay Scale- New Essex LG Scale 9. Point 29 - 33.

Full time salary is between £32,910 - £36,922 plus £626 fringe-pro-rata

**Pro-Rata-** £13,164-£14,768

16 Hours per week. (Flexible) Possible overtime.

An exciting opportunity has arisen within the HILT Trust for a fixed term Business Manager.

### Scope of the role.

Over recent years schools have experienced significant budget cuts and have had to apply cost saving measures to operate within a balanced budget whilst maintaining high quality education for children in the schools of the trust. We recognise this emphasis on effective financial systems and operational matters is critical and seek to strengthen our team through the recruitment of a business manager with demonstrated and relevant experience in this area.

- To play a full and active part in the School Leadership Team with specific responsibility for leading and developing support services at the school and ensuring that appropriate support for teaching and learning is in place.
- To work closely with the Finance Manager at all times.
- To propose significant financial savings across the trust whilst maintaining a high quality of education.
- To streamline the finances of the trust.
- To ensure that financial operation and oversight is in line with DFE guidance
- To ensure best value at all times
- To use the DFE Schools Financial Efficiency Metric Tool to compare HILT with other trusts
- To use the National Framework to identify opportunities for cost savings

- To propose a 5yr surplus budget forecast and bring budgets in line with other similar trusts
- To meet regularly (at least monthly) with CEO, Head Teachers, Governors to update on progress towards meeting cost reduction targets and maintaining a balanced budget.#

## **Finance**

### **Oversee and support the Finance Manager in:**

- Regular preparation of management accounts and reports on the financial state of the school for governors and budget holders etc.
- Produce timely and fully costed proposals and ensuring they are sustainable, for example, through five-year budget plans.
- To oversee the work of the finance staff with regard to orders and invoices, school fund and petty cash.
- Manage the preparation of school budgets in accordance with the school's policies and to link to the School Improvement Plan.

### **To**

- Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan (long-term financial strategy) for the future development of the school.
- Calculate annual capitation budgets according to set formula and revise the formula in conjunction with the Head Teacher, as and when appropriate.
- Have overall responsibility for managing the financial aspects of the budget including attending relevant meetings and courses, determining general budget structures and account levels, organising day-to-day financial transactions, profiling accounts, producing information for audit purposes and making presentations to the Finance sub-committee where applicable.
- Be responsible for the long-term strategic planning and forecasting for the school to support and contribute to the strategic objectives of the school as detailed in the school improvement Plan.
- Attend all Finance Committee (FC) meetings and provide advice to its members.
- Liaise regularly with the CEO/HTs and advice on budget management.
- Provide management information for the CEO/HTs and Governing Body, including termly reports for the Finance, Audit and Strategy (FAS) Committee and information for all internal budget holders.
- Ensure compliance with the financial management standard in schools.
- Act as correspondent for the DfE and be responsible for the records and returns required.
- Work with the Finance Officer and manage the School's accounting procedures and resolve any problems.

- Monitor the school accounting function ensuring efficient operation according to agreed procedures and maintain those procedures by conducting at least an annual review.
- Provide training and support to those members of staff with delegated budgets.
- Ensure that the principles of value for money are applied to all school transactions.

### **Qualifications/Skills/Personal Qualities Required:**

#### **Behaviours**

- Agile: Is adaptable, flexible, reflective and capable of leading and managing change.
- Decisive: Can identify and consider options, make recommendations and robustly defend decisions in a timely manner, using evidence to support proposals.
- Leads: Inspires and motivates others within their team, school/trust and the wider profession. Leads functions, people and/or projects within the remit of their autonomy and responsibility.
- Collaborative: Works effectively and inclusively both within and outside of the organisation so individuals, teams and the learning community can benefit from shared capacity and knowledge.
- Resourceful: Uses resources, information and knowledge to overcome obstacles and finds creative/ innovative solutions to develop self, team and/or organisation.
- Emotionally intelligent: Manages and uses emotional intelligence when problem-solving and considers new innovations and change. Good interpersonal and intrapersonal skills.
- Demonstrates confidence and the ability to negotiate, challenge and influence alongside care for others, diplomacy, approachability and resilience. Demonstrates both contextual and professional self-awareness.

#### **Person Specification**

##### **CRITERIA ESSENTIAL EXPERIENCE (Relevant work and other experience)**

- Financial management experience ideally in an educational setting
- Administrative experience ideally in an educational setting
- Ability to work calmly under pressure
- Experience of successful, demonstrable line management responsibility
- Experience of using data input systems
- Experience of using purchasing systems
- Experience of child protection procedures and commitment to safeguarding pupils
- Skills and Abilities-High level of written communication skills and dealing with the public
- Ability to manage the school budget both on a strategic and day to day level

- Ability to produce and adopt long term financial plans up to 5 years ahead.
- Understanding of the education funding landscape and context.
- Able to apply a pragmatic approach to strategic planning
- Able to work methodically and accurately under pressure
- The ability to work as a good member of a team
- The experience and ability to deal positively with staff, children and parents
- Effective time management skills
- Effective use of ICT
- The ability to think strategically
- The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others
- The ability to support colleagues
- The ability to be flexible and positive, dedicated and trustworthy
- To be loyal and committed to the school and Trust
- An ability to establish and develop positive relationships throughout the school/Trust

## **EDUCATION**

- Level 4 qualification in a school business management discipline and three years school business management experience or an equivalent level of education and experience
- Membership of the ISBL

ME August 2020