



## Job Description – Trust Business Manager

<b>Job Title</b>	Trust Business Manager
<b>Grade</b>	LGPS points 38 to 48
<b>Reports to</b>	Director of Finance and Operation
<b>Responsible for</b>	Facilities Manager, Catering Manager, Finance team and Admin Manager
<b>Job Purpose</b>	To have business and finance responsibility for the Bromfords School. To monitor financial performance compared to budget and prepare monthly management accounts for the Headteacher and the trustees. To prepare the annual budget. To oversee the day-to-day financial operations of the school as well as line management of the Facilities Manager, Catering Manager, Finance team and Admin Manager.
<b>Duties</b>	<p><b><u>Finance Resource Management</u></b></p> <ul style="list-style-type: none"> <li>• Provide management of the schools’ finances – working closely with the Headteacher to enable the school to achieve its educational aims</li> <li>• Take responsibility for the annual budget; take a role in developing, setting and monitoring the annual budget</li> <li>• Control and monitor the school’s finances, ensuring compliance with Trust Financial Regulations, the Funding Agreement and the Academies Financial Handbook and ensuring value for money</li> <li>• Assist with the audit process and provide the necessary information required of the auditors for the school</li> <li>• Prepare statutory financial returns for key stakeholders</li> <li>• Present relevant financial data to The Bromford School’s Local Governing Body. Attend and support the Local Governing Body meetings of Trust schools.</li> <li>• Support budget holders with timely provision of accurate budget monitoring reports.</li> <li>• Allocate and monitor departmental capitation</li> <li>• Identify and inform the Director of Finance and Operations of the cause of significant variances and take prompt corrective action</li> <li>• Ensure that effective credit controls are in place in respect of income, e.g., catering, lettings</li> <li>• Act as a cheque signatory/BACS authorisation for the Trust</li> <li>• Oversight of Bromford Trip finances</li> <li>• Ensure all appropriate funding is applied for/claimed – Autism, SEN, ESFA</li> <li>• Investigate additional revenue by bid writing and grant applications</li> <li>• Oversee the lettings contracts with the school</li> </ul>

CEO: Mr Ahson Mohammed

The ‘Compass Education Trust Limited’ is a charitable company limited by guarantee.

Registered company no: 07666213. Registered office: The Billericay School, School Road, Billericay, CM12 9LH

**HR and Payroll Management**

- To assist the central team with the accurate preparation of the Trust's monthly payroll
- To carry out performance review of the Bromfords admin/finance team along with the Catering Manager and the Facilities Manager
- To assist with programmes for support staff training and development
- Support senior management with work force planning and organisational design
- Carry out performance reviews for all direct reports
- Liaise with relevant pay related bodies, e.g. Teacher Pension Agency regarding pension related issues

**Admin and Support Services Management**

- To line-manage the Admin Manager and have employment oversight, providing supervision and guidance to administrative staff as necessary.
- To liaise with insurers for The Bromfords School, providing necessary information, and administering insurance claims.
- A member of SLT at The Bromfords School.

**Facilities and Premises Management**

- To line manager the Facilities Manager and have oversight of all facilities related matters.
- To oversee health and safety compliance liaising with external consultants
- To oversee the procurement of energy supplies (gas/electricity contracts).
- To liaise with Nuffield and the Facilities Manager regarding the Bromfords School lettings processes including sports centre and main school
- To carry out the role of deputy Fire Marshall

**Catering Management**

- To line-manage the Catering Manager and have oversight of all catering related matters.
- To deal with personnel issues in respect of catering staff, as necessary.
- To monitor the catering function in terms of finance, facilities, resources, and to provide advice and information to the catering committee where necessary.
- To manage the school cashless catering service.
- Manage catering trading account

<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li></ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Director of Finance and Operations to carry out appropriate duties within the context of the job, skills and grade.</p>
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