

## Job Description

<b>Job Title</b>	<b>Small School Business Manager</b>
<b>Grade</b>	<b>2020 Scale 7 (2019 Band 4 Mid)</b>
<b>Reports to</b>	<b>Headteacher</b>
<b>Liaison with</b>	<b>TBA</b>
<b>Job Purpose</b>	<p>To oversee financial arrangements and control and to assist the Headteacher in budget reviews, projections, setting and monitoring.</p> <p>To manage financial matters as delegated by the Headteacher.</p>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To attend Governors Finance/Premises and Personnel Committee meetings, advising Governors where appropriate</li> <li>• Promoting the school within the community</li> </ul> <p><b>Finance and Accountancy</b></p> <ul style="list-style-type: none"> <li>• Advising the Headteacher/SMT on general financial policy and planning</li> <li>• Preparation, of long-term assessments of the future financial performance of the school</li> <li>• Preparation of financial appraisals for projects, as required</li> <li>• Preparation of long-term assessments of the schools fund raising and co-ordination of income generating activities</li> <li>• Scrutinising statements and authorizing invoices for payment in accordance with school policy</li> <li>• Responsibility for the accurate completion and validity of payroll returns for the payment of all salaries and wages including PAYE, NIC and Superannuation.</li> <li>• Preparing BACS runs and ensuring suppliers are paid promptly</li> <li>• Preparing annual accounts and ensuring that external Auditors effect audit within time limits</li> <li>• Responsibility for the administration of the school transport, including organisation of school trips</li> <li>• Ordering of stock relating to the financial management of the school</li> <li>• To monitor all accounting procedures and resolve any problems, including: The ordering, processing and payment for all goods and services provided to the school. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Maintaining and inventory and preparation of invoices and collection of fees and other dues</li> <li>• To prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines</li> <li>• To prepare, for approval by the Governors, annual estimates of</li> </ul>

income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To produce regular reports for budget holders and report on the financial state of the school to Governors

### **Personnel**

- To ensure that all staff are paid correctly and in accordance with the most up to date pay scales
- To be responsible for the single Central Record, ensuring that the information is accurate and up to date and complies with current statutory guidance.
- To maintain manual and computerised staff records
- Administration arising from, appointments, revision and resignation of staff
- Returns relating to staff absence and sickness
- Monthly insurance Claim Forms
- Completion of Pay 6 Forms (Supply, Extra Duties, Overtime, Travel Claims, lettings for school premises and swimming pool etc)
- Pay Queries, liaising with Payroll
- Records relating to accident, injury or damage to property and appropriate returns
- Administrative tasks in connection with the recruitment of staff
- Completion of staff contracts of employment.

### **Premises**

- To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property
- To co-ordinate the purchase, repair and maintenance of all furniture and fittings
- To manage and monitor contracts, tenders and agreements for the provision of support services.
- To maximise income generation and energy saving within the ethos of the school

### **Health and Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the school
- Monitoring the appropriate (define e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Officer for the school

<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><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li><li>• This post is portable across any school in the Trust</li></ul>

## FINANCE MANAGER

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience in financial management and budgeting Experience of line management NVQ Level 4 or equivalent qualification
	Knowledge of relevant policies and procedures	Working knowledge of appropriate school financial policies and procedures
	Literacy	Ability to communicate effectively in a clear and concise manner
	Numeracy	NVQ Level 4 in Maths or equivalent Ability to undertake complex financial/budgetary calculations
	Technology	Ability to use word processor and wide range of financial and administrative IT packages
<b>Communication</b>	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with the Senior Management Team, staff and pupils of the school
	Team work	Ability to make a distinctive contribution to the work of a team both as a

		member and manager and continuously look for ways to improve team dynamics
	Information	Contribute to the development and implementation of effective systems to share and safeguard information and suggest ways to improve
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage, motivate and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance Ability to transfer new knowledge to the workplace