JOB DESCRIPTION

Job Title: Vision Learning Trust Business anf Finance Manager

Grade: £42,000 - £46,000,

Full time

Job Location: Hill View Infant School and Hill View Junior School

Responsible to: Vision Learning Trust Board of Directors

**Purpose**

* To develop and deliver the Trust’s business support services
* Responsibility for the management of finance and resources

**Principal Responsibilities**

* Lead, manage and develop Business Support Services
* Lead on whole school administration in both academies within the Trust
* Planning, coordination and monitoring of all aspects of financial operations.
* Lead the academies in the annual budget setting process.
* Development of financial and management reporting information.
* Ensure the accurate completion of all statutory returns and submission within given deadline
* Support the financial strategy and planning
* Lead and manage provision of general HR support service to the Trust

**Main Duties**

*Leadership and Management*

* Lead and manage the Trust’s Business Support Staff
* Attend Senior Leadership Team (SLT) meetings as required
* Attend at Board of Directors and sub committees as required
* Take delegated responsibility for financial and other decisions in accordance with finance policy and position

*Administration Management*

* Lead and manage whole school administration, provided by all business support staff in both academies within the Trust
* Design and maintain process systems that deliver the most effective and efficient outcome
* Establish and use effective methods to review and improve systems, in line with and in consultation with SLTs
* Produce and maintain a business support procedures manual, developing and embedding consistent Trust wide procedures and implementing best practice
* Develop service standards for business support service and processes to demonstrate and benchmark performance and delivery
* Lead in the preparation of data for non-financial returns to government departments, agencies and other stakeholders
* Prepare financial reports and returns to the Education Funding agency

*HR Management*

* Lead HR support service that will manage general HR matters including the implementation and administration of recruitment, contracts of employment, staff attendance, staff discipline and maintenance of confidential records.
* To be responsible for quality assuring the single central record for each Academy
* In consultation with SLTs, implement HR policies and procedures ensuring embedded across all the academies, following management processes and seeking professional advice as and where required
* Line manage business support staff, including the management of their personal development through a robust appraisal process
* Regularly review appraisal process to ensure fit for purpose and develop as necessary, in line with Trust policy (for business support staff)
* Manage all aspects of the sickness management process for non teaching staff.
* Manage the Payroll service provided to the Trust to ensure fit for purpose and in line with the specific needs and requirements of the individual academies, intervening and problem solving if and when required

*Financial Management:*

* Provide high quality financial advice and guidance to budget holders and the senior leadership teams to all academies in the Trust.
* Development of the Annual Budget for each academy and the consolidated overall budget for the Multi-Academy Trust.
* To determine the need for, arrange provision, analyse and evaluate data for detailed reports and business cases.
* Completion of funding bids and grant claims to secure significant additional income for the Trust
* Forecasting and monitoring high needs funding for each academy.
* Research external funding opportunities to the Trust and where appropriate drafting of business cases and funding bids.
* Conduct cost appraisals and evaluations to identify savings opportunities and ensure value for money.
* To manage and review Service Contracts and Service Level Agreements on behalf of the Trust to ensure consistency, effectiveness and best value.
* Ensure all finance operations/activities within the Trust in line with the Academies Financial Handbook, audit guidelines and best practice.

*Financial Accounting and Reporting:*

* Contribute to the production of the annual financial statements including the preparation of appropriate audit files.
* Lead on the allocation and apportionment of central costs across both academies.
* Production of consistent high quality budget monitoring information, including the coordination and consolidation of both academies.
* Statutory returns required by funding agencies including the preparation, completion and submission within relevant guidelines and within deadlines.
* Produce financial reports to tight deadlines, including management accounts.
* Coordinate and implement month end procedures, identifying developments and improvements to systems and processes.
* Ensure all relevant accounting standards are appropriately applied and adopted.
* Oversee and develop processes for recording and accounting for fixed assets.

*Treasury Management:*

* Ensure the Trust has an effective and robust cash management strategy in place that regularly monitors and forecasts the cash balances of all the accounts operating across each of the academies.
* Ensure procedure in place for regular reconciliations of all bank balances with appropriate supporting documentation.
* Ensure that surplus funds are invested appropriately, in line with the Trusts’ Treasury Management policy.

Audit & Compliance:

* Manage the internal audit and assurance work undertaken in financial areas.
* Ensure effective systems of internal controls are in place and adopted by academy staff in line with the DfE’s Academies Financial Handbook, the Trusts finance policy and in accordance with the Trust’s Financial Procedures Manual.

Financial Management System (FMS):

* To be responsible for the design, management and coordination of appropriate finance systems across the trust as required.
* Set up and maintain reporting structure within FMS, suitable to meet all the reporting needs of the Trust and that of specific academies where required.
* Responsible for the appropriate financial records documenting and recording all financial activity.
* Ensure appropriate recording of financial transactions to enable the completion of statutory returns, the production of annual financial statements and facilitate management reporting information.
* Administer control of the users/access to FMS, in line with policies, procedures and audit guidelines.
* Develop appropriate reporting/management information from FMS.
* Facilitate the efficient completion of government and statutory returns directly from the FMS, including those to HMRC.

Safeguarding, Equality & Diversity and Health and Safety:

* To safeguard and promote the welfare of children for whom you come into contact with including adhering to all specified procedures.
* To carry out your duties with full regard to the Academy’s Equality Policy and Race Equality Scheme.
* To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Other:

* To plan, develop and design monitoring systems which compliment academy policies and procedures.
* To develop and create academy policies and procedures relating to financial systems / operations.
* To actively promote the Trust and its services, taking a leading role where necessary and appropriate.
* To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Management.
* To undertake research and obtain information on behalf of Senior Management to assist with decision-making process.
* Any other duties as directed by the Headteachers/ and,or Trust, commensurate with the grade and level of the role

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Date: 1 November 2016