

## **JOB DESCRIPTION**

<b><u>POST TITLE:</u></b>	<b>Academy Business Manager</b>
<b><u>GRADE:</u></b>	<b>Grade P (SCP 37-41) £33,136 to £37,107</b>
<b><u>REPORTING RELATIONSHIP:</u></b>	<b>Principal and Assistant Principal: Achievement &amp; Standards</b>
<b><u>JOB PURPOSE:</u></b>	<b>As a member of the Academy senior team, be responsible for the management and delivery of support services across the Academy. This will include the planning, development and monitoring of financial services, staff supervision and responsibility for the delegation of relevant activities to ensure the smooth running of the finance, resource and asset management services.</b>

## **MAIN DUTIES/RESPONSIBILITIES**

**Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.**

1. To be responsible for planning of the Academy Finance & HR support services to ensure that the Academy maximises the resources available and secures value for money from its staffing structure as well as the goods and services it procures.
2. Ensure compliance at all times with the implementation and application of the Academies Financial Handbook.
3. Work closely with partner organisations providing support services to the academy.

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4. To understand and be aware that this role is intended to impact directly on positive outcomes for all of the children and young people in the Academy, through the effective use of resources.
5. To be responsible for the design, management and co-ordination of appropriate finance administrative systems across the Academy as required and to secure robust systems for quality controls.
6. To manage the Admin and Finance team.
7. To report to Governors and the Trust Board (Governing Body) where required.
8. To take the lead responsibility for liaising with the Academy's auditors.
9. Completion of all statutory returns to the DfE and ESFA.
10. Support the production of monthly management accounts as well as responsibility for ensuring that the regular reconciliation of the financial management system, to include completion of VAT returns, payroll reconciliations, bank reconciliations etc.
11. To determine the need for and arrange provision, analysis and evaluation of data for detailed reports, business cases etc.
12. To plan, develop and design monitoring systems which complement existing Academy policies and procedures.
13. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Leadership and/or the Principal.
14. To use appropriate forums to provide advice, guidance and interpretation to the Academy and Senior Leadership in relation to policies and procedures, best practice guidance, legislation, National Standards and initiate appropriate action where necessary to ensure the Trust's compliance.
15. To support effective industrial relationships for all Academy employees and consult and negotiate with representatives of the recognised trade unions on a range of employment and HR related issues.

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16. To develop and create for consultation, Academy policies and procedures relating to administration and financial systems to complement and proactively ensure that the Board of Directors has information / data available in required format and within appropriate time scales.
17. To supervise and manage staff, for which you directly line manage, within the Academy including the management of their training, development and performance in line with the Academy's Performance Development Procedures.
18. To undertake research and obtain information on behalf of Senior Leadership and/or the Principal to assist with decision-making processes.
19. To actively promote the Academy and its services, and take a leading role where necessary and appropriate, including liaising with other partners e.g. ESFA, LA etc
20. To ensure that the service provided by Facilities Management are of the highest standard, represent value for money and are in-line with best practice.
21. To manage the capital building projects, ensuring agreed project objectives are fulfilled and regularly update the Academy Governors on progress.
22. To identify, review and appraise Academy resources as required and take a lead in the management of resources as appropriate.
23. Where appropriate, to take a lead in the procurement and securing of sponsorship funding and other income generating activities of the Academy.
24. To manage and review the procurement of Academy licences and insurance as required.
25. To manage and review Service Contracts and Service Level Agreements on behalf of Academy.
26. To ensure that financial policy and procedure is carried out in line with audit requirements.
27. To carry out your duties with full regard to the Academy's Equality Policy.

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28. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
29. To act as the Fire Safety co-ordinator
30. Any other duties of a similar nature related to the post which may be required from time to time.
31. Any other reasonable requests directed by the Principal.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.*

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## ACADEMY BUSINESS MANAGER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Degree / NVQ level 5 or equivalent	AF,C			
<b>Experience &amp; Knowledge</b>	E2	At least 3 years Education or Public Sector experience at Senior Management level involved in decision making processes, negotiating and persuading others	AF,R,I	D1	Experience of School/Academy Financial Management Information Systems	AF,R,I
	E3	Experience of supervising /managing a team including the monitoring of performance and development	AF,R,I	D2	Awareness of Statutory Education system and associated legislation relating to Finance services for Academies	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Leadership personnel	AF,R,I	D3	Experience in the development of and delivery of training courses	AF,R,I
	E5	Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate into working practice / policies	AF,I			

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	E6	Experience of managing budgets and capital projects	AF,R,I	D4	Experience or working knowledge of marketing, sponsorship and promotion activities	AF,R,I
	E7	Experience of policy / procedure development and implementation	AF,I	D5	Experience of project planning	AF,R,I
	E8	Knowledge of Data Protection requirements and understanding of confidentiality	AF,I	D6	High level of commercial awareness	AF,R,I
<b>Skills</b>	E9	Ability to build positive working relationships with a range of colleagues within a school environment	R,I			
	E10	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	R,I			
	E11	Ability to train, motivate, enthuse and inspire a team within a school environment.	AF,R,I			
	E12	Ability to think strategically and to analyse complex situations, formulating and implementing plans of action	AF,R,I			

	E13	Ability to work successfully as part of a team and prioritise own work with minimum supervision within a school environment.	R,I			
	E14	Highly developed organisational skills managing time well to meet competing priorities	AF,R,I			
	E15	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF,R,I			
	E16	Ability to effectively use IT packages such as Excel and Word as well as understand and work with Financial Management Systems such as Agresso, Sage etc.	AF,R,I			
	E17	Proven ability to undertake effective research	AF,R,I			
	E18	Proven ability to plan, implement and deliver large scale projects	AF,R,I			
<b>Personal Attributes</b>	E19	Participate in development and training opportunities	I			

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	E20	Self motivated	I			
	E21	Demonstrate effective decision making skills including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions	I			
<b>Special Requirements</b>	E22	Flexibility, adaptability and versatility	I			
	E23	Emotional resilience	I			
	E24	Ability to work flexibly to meet the demands of the post	I			
	E25	Ability to influence across all levels of the Academy organisation	I			
	E26	Suitable to work with children/young people	D			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

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