

Wellington School



Job Description Finance and Business Manager

Responsible to: Headteacher

Grade: Salary negotiable for a suitably qualified candidate with relevant educational experience

Location of Work: Wellington School

Hours of Work: 36.25 per week, Full Year, holiday entitlement 28 days plus bank holidays, part of which may be taken during term time with the agreement of the Headteacher. Some evening commitments required for attendance at Governing Body meetings and school events.

Purpose of the Job

- Strategically manage the finances and resources of the whole school reporting directly to the Headteacher and Governing Body, ensuring that the school meets its educational objectives in delivering outstanding provision.
- Provide effective professional operational management of the school's finance and resources ensuring their effective use and that they offer value for money.
- Develop robust financial management controls ensuring a firmly embedded ethos of financial prudence across the school.
- Demonstrate a detailed understanding of relevant legislation along with advanced concepts and principles related to their area of responsibility.
- Be conversant with relevant government regulations and statutory instruments as they affect the daily running of the school.

Key Tasks and Accountabilities

Strategic

- Provide leadership, take ownership and ensure development of the designated area of responsibility.
- Provide clear information, advice and recommendations to the Headteacher regarding strategic development of service support, the utilisation of academy assets and the development of the academy's business activity, to ensure the best possible learning environment for students.
- To use financial management information, especially benchmarking, to identify areas of relative spend, assess trends and directly advise the Headteacher and Governing Body.
- Provide advice to the Headteacher and Governing Body including ensuring financial and legal compliance is satisfied as well as general financial advice in relation to the operations of the school.
- Participate and represent the academy in national and local networks of Bursars/Finance Directors and Managers, so that the academy is alert to new trends and current best practice.

Finance

- Responsibility for ensuring that the Academy Trust Handbook is strictly adhered to.
- Responsibility for the school finance policy and procedures, and all other finance related school policies. Ensuring these are reviewed and updated regularly. Examples include, finance policy, charges and remissions policy, gifts and hospitality policy etc.
- Develop and keep updated the financial and management accounting systems for the Academy.
- Ensure the timely and accurate submission of statutory returns. Examples include; School Resource Management Self-Assessment Tool, Budget Forecast Return, Land Buildings Collection Tool.
- Prepare and present financial reports to the Governors' Resources Committee on a termly basis.
- Prepare the annual budget and three-year forecast. Using intelligence from a variety of sources to inform funding, pupil numbers, future growth, pay costs and non-pay cost projections.
- Ensure effective and proactive financial performance monitoring. Preparing monthly management accounts for the Headteacher and Governors. Plan and monitor the cash flow of the Academy and implement creditor and debtor policies and procedures. Complete fortnightly bank reconciliations.
- Submit monthly VAT returns ensuring compliance with HMRC requirements. Ensure that all tax obligations are discharged correctly and effectively.
- Accountable for ensuring that the final check on all financial documents/payments/payroll leaving school is carried out.
- Independently effectively manage the financial year-end process.
- Ensure all staff read and sign the whistleblowing policy annually.
- Full responsibility for school trip financial planning, monitoring and reporting.
- Full responsibility for tracking specific grant expenditure including Pupil Premium and 16-19 Bursary.
- Ensure financial records are retained and confidentially destroyed in line with the school data protection policy.

Income Generation

- Responsible for ensuring all government grant and local authority funding is received and accurate. This will be achieved through several mechanisms including;
 - Membership of the local authority funding forum, attending termly meetings.
 - Deep technical understanding of national and local formulae to assess and challenge allocations.
 - Review and checks of census returns.
 - Ensure letters are sent to new Y7's encouraging those eligible to apply for free school meals.
 - Working in partnership with the LAC DSL to ensure all LAC Pupil Premium monies claimed are received.
 - Work in partnership with the SENCO to ensure all SEND top up funding is received.
- Review and update the trust Investment Policy. Monitoring investment performance, with termly reports to trustees. Advise the governing body on the best mechanisms to maximise returns.
- Overall responsibility for the schools letting policy and procedures.
- Work with external specialists to prepare annual capital bids to the DfE.
- Maximise all income opportunities for the Academy, by identifying potential funding opportunities from a range of sources. Research and complete funding bids to external bodies including Government departments.
- Adhere to funding guidelines to ensure that any funds received are used appropriately and within agreed time scales.

Audit

- Advise the Headteacher on external and internal audit arrangements as required by financial regulations and funding bodies.
- Work with governors and auditors to agree the scope of and response to internal and external scrutiny.
- Liaise with auditors and facilitate all audit arrangements, taking responsibility for preparation of audit working papers and responding to requests from auditors.
- Review the final set of accounts ensuring accuracy. Ensure these are added to the school website once approved.
- Assist auditors with the preparation of the Annual Accounts Return and take responsibility for submission of this to the DfE.

Procurement and Contract Management

- Maintain an accurate and detailed contracts register.
- Lead on the review of school contracts ensuring tendering processes and regulations are complied with and that value for money is achieved for the school.
- Monitor the operation of contracts, by holding regular meetings with key contractors.
- Assist the Estates Manager in ensuring that Hiring of Facilities, Maintenance Programmes and Service Level Agreements function effectively and within the budget.
- To prepare contract documentation with regards to letting of the school premises to external organisations, for the generation of income and creating links with the local community.
- Prepare, implement and monitor the operation of policies concerning the purchasing and ordering of all Academy supplies and services.
- Advise budget holders on purchasing decisions.
- Complete procurement of larger contracts, providing procurement guidance to the Headteacher/Governing body and demonstrating commercial awareness.

Human Resources, Payroll & Pensions Administration

- Proactively implement the Academy's HR policies and procedures.
- Take responsibility for the school's single central record. Regularly reviewing this key document with the designated safeguarding lead. Responsibility for presentation of this document to Ofsted inspectors.
- Complete safer recruitment training on an annual basis.
- Assist the Headteachers PA with the preparation of staff contract letters.
- Ensure annual pay awards are approved by the governing body and processed in a timely manner.
- Ensure all staff receive accurate and timely annual salary statements.
- Assist with the preparation of the annual school workforce census.
- Encourage utilisation of the apprenticeship levy to train staff. Complete all administration regarding enrolling learners.
- To ensure the school has a comprehensive payroll service for all school staff, including operation of the various pension schemes and other deductions in which the school participates.
- Responsible for accurately and efficiently processing payroll, ensuring compliance with tax laws, and managing employee data.
- Ensure all appropriate documentation for staff is recorded, kept confidential, filed and confidentially destroyed in line with the school data protection policy.
- Responsible for communications with Payroll Services, Teachers Pensions and Local Government Pension Scheme and other service providers to ensure all aspects of employer and employee contributions and deductions are fully and accurately addressed.
- Prepare the Teachers' Pension End of Year certificate. Assist auditors and submit within the deadline.
- Responsibility for line management of the school finance officer. Leading them, ensuring they are motivated, efficient and effective. Setting annual objectives and carrying out reviews.

Business Continuity and Risk Management

- Oversee the risk management strategy, including impact analysis and risk mitigation arrangements. Working closely with governors in understanding and minimising the schools' exposure to risk.
 - Responsible for updating the Business Continuity and Risk Management policies.
 - Maintain the Academy risk register.
 - Prepare a summary of top risks for termly reporting at full board meetings.
- Assume overall responsibility for all financial risk management.
- Make the necessary arrangements for appropriate insurance cover for the Academy.
- Liaise with brokers/insurance companies regarding claims, dealing with all correspondence and communications in consultation with the Headteacher.
- Ensure all staff read and sign the annual cyber security training.

Estates Management and Sustainability

- Responsibility for the school estates vision, strategy and asset management plan. Supporting the Headteacher and governors to strategically manage physical resources considering future demand, priorities and issues.
- Review the Net Capacity document annually to ensure accuracy.
- Lead on the management and coordination of the whole school asset register, maintaining accurate and timely records.
- Review and regularly update the school Asset Management Plan.
- Prepare the school's climate action plan.

Notes

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.