



Job Description

Organisation:	Honeycomb Education Trust
Position:	Trust Business Manager
Responsible to:	The Chief Finance Officer
Job Purpose:	Responsible for the business functions of the trust.

Main Duties and Responsibilities:

1. General

- To be a member of the Central Team of the trust, to attend and contribute to meetings as appropriate.
- To assist the Leadership Team to drive improvements in line with agreed aims
- To actively promote the values and ethos of the trust.
- To report to the CFO

2. Key duties:

- Responsible for the development, management, operation and delivery of support services for the academy.
- Responsible for the management of facilities, including use of building premises and associated income.
- Responsible for purchase orders and settlement of invoices, including aspects of financial management, monitoring and expenditure of the academies budgets.
- Responsible for the implementation/administration of recruitment procedures of staff.
- Development and review of various policies and supporting procedures and practices to ensure the smooth operation and timely delivery in consultation with the operational needs of the school.
- Responsible for the content and submission of relevant information to the Senior Leadership Team, the Local Governing Boards and outside agencies.
- Manage procurement adding value and financial benefits to the school.
- Secure appropriate licences and insurance.
- Responsible for devising effective marketing and promotion strategies for the school.

- Support the development of health and safety plans within the school.
- Assist with the development of policies and procedures relating to health and safety, security, confidentiality and data protection

3. Indicative knowledge, skills and experience

- Significant experience in administrative / finance roles.
- CSBM Level 2 or higher / Diploma in Administrative Management (IAM)/ AAT Level 2 or higher

4. Finance

- Prepare and monitor the annual and medium-term academy budgets, producing budgets and reports in line with DfE requirements and timescales.
- To ensure that financial standards are complied with in line with current legislation and the requirements of Companies House, the DfE, Charities Commission, HM Customs and Excise (VAT and Corporation Tax) and other organisations as required. To advise the Headteachers and Local Governing Boards on these matters.
- To effectively use financial information to identify trends for investigation
- To maintain an effective system of financial risk management, identifying where risks can be minimised or shared with insurers, ensuring insurance cover is in place in compliance with legislation and to cover identified risks. (Risk Register)
- To attend Governors' and other meetings and report on financial matters as appropriate.
- To maintain financial policies in compliance with the Financial Handbook and ensure that all financial administration is carried out in accordance with them. To advise the Headteacher and Governing Body on financial policy. To act in compliance with the Governors' Delegation Policy.
- To make day to day decisions within set budgets, advising on and negotiating competing claims for resources.
- To comply with the requirements of the academy's auditors, and ensure compliance in line with legislation.
- To monitor the academy's cash flow to ensure a strong financial footing, planning for anticipated problems.
- Ensuring invoices are processed through the financial management and BACS system.
- Maintaining a record of income due and dealing with any bad debts in line with the trusts policies.
- Operate the school's bank accounts – ensure monthly reconciliation through IRIS Financial Accounting
- Maintain an asset register.
- Maintain an inventory.
- Liaise with PTFA's and others for fund raising.

- Operate and reconcile the School's Multi-Pay Charge Cards each month.
- Process the monthly payroll, checking that any overtime/ additional hours undertaken by staff, agree with the Payroll Reports

5. Associated documentation

- To organise and prepare paperwork as required by the CFO.
- To ensure Governors information on 'Get information about Schools' is kept up to date

6. School Development within the Community

- To promote, market and co-ordinate the community use of the site.
- To liaise with the Headteacher and others in effectively promoting the school's public image through the local media, local business and community contacts.

7. Human Resources

- To process and file staff contracts.
- To act as the trust's Business Unit Administrator & Verifier for Online DBS application process.
- Maintain confidential staff records.
- Maintain single central register.
- To arrange whole school statutory training where appropriate, such as Health and safety, Manual Handling etc.
- To assist with the Annual DfE School Workforce Census.

8. Asset Management

- To co-ordinate the maintenance of the school site and efficient operation of facilities.
- To ensure that school premises and equipment are regularly checked for maintenance and that faults and problems are logged and dealt with, buying in specialist advice as required.
- To ensure that Planned Preventative Maintenance contracts are in force and kept up to date, factoring in repairs over the medium term.
- To ensure that services such as those provided by SLAs and contractors are fulfilling their requirements and take appropriate action if not.
- Advise Headteachers of any Health and Safety issues.
- To advise Headteachers and Local Governing Boards on any insurance issues.
- To contribute to and maintain the Trust's Business Continuity Plan.

9. Whole Academy Administration

- To obtain the necessary licences and permissions to comply with legislation, copyright and the Data Protection Act.

10. Miscellaneous

- This job description sets out the main duties. It is assumed that other duties of a similar level/nature undertaken are not excluded although they are not itemised.
- Duties could vary from time to time as a result of new legislation, changes in technology or policy.

Signed _____

Date _____

Signed _____

Date _____

CEO