



King's Group
Academies

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Location	Portsmouth Academies	
Post Title	School Business Manager	Salary Point 32-36 £42,821-£46,844

Reporting Relationships

Responsible to: Headteachers of KGA Portsmouth Academies

Supported by: Finance Director, HR Director, Estates Director

Responsible for: Finance, Caretaking and Cleaning Teams

FUNCTION:

To provide a support service complementary to the teaching and learning activities in the school. In particular, to be responsible with the Headteachers for the effective and efficient operation of financial systems, procedures and records.

JOB PURPOSE

To promote the highest standards of business ethics within the admin function of the school and strategically ensure the most effective use of resources in support of the schools learning objectives .

The School Business Manager is responsible for the management of Finance, Payroll and Facilities.

The School Business Manager is a member of the Senior Leadership Team and will be proactive in developing and maintaining sound principles of financial and business practice. To think strategically; to be innovative and entrepreneurial; to anticipate problems; to highlight issues and devise possible solutions; to stay abreast of legislation, policies and practices which might or would affect the Schools; to advise the, Headteachers, Governors, MAT and staff on matters pertaining to all aspects of the role.

KEY ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work. At the discretion of the Headteachers, such other activities as may from time to time be agreed consistent with the nature of the job described above. To work with colleagues to achieve service plan objectives and targets. To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

The Business Manager is a member of the Senior Leadership Teams and will be proactive in developing, promulgating and maintaining sound principles of financial and business practice. The BM will be supported by the Finance Director, HR Director and Estates Director and will:

- In conjunction with the Headteachers, create the detailed budget for the academies.
- Monitor and control income and expenditure in relation to the academy budgets.
- Ensure that the academies apply the best practices and highest standards of financial management to optimise value for money and maximise efficiency.
- Be responsible for Finance, Payroll Administration, Premises Management and matters within the management of the schools which are supportive of the teaching and learning function.
- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the School Leadership

Teams accordingly.

- Manage, monitor and develop the school accounting function, ensuring its efficient operation according to agreed procedures.
- Prepare all financial accounts/returns for Headteachers, Governors, MAT, Auditors, DfE and other bodies as necessary.
- Present financial reports to meetings of the Local Governing Body.
- Maximise income generation from lettings and other activities, within the ethos of the school.
- Maintain salary/wage information, produce salary and wage forecasts, organise weekly and monthly staffing returns for payroll, including those for absence of teaching and support staff, overtime hours and supply teacher forms.
- Manage payroll services for all staff including the issue of contracts, management of the pension scheme and associated services
- Provide leadership and guidance for all finance, caretaking and cleaning staff, including professional development, training and direct line management.
- Facilitate close working relationships between all teaching and support staff.
- Advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc and the implementation of these policies in the school.
- Plan and manage change in accordance with the school development plan/ strategic plan.
- Manage a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future years budgets
- Be responsible for the maintenance and security of the school sites and buildings,
- Be responsible for Health & Safety and for the management of any third party service contracts.
- Act as Fire Officer if required.
- Manage risk assessment throughout the Schools.
- Report student and school issues in line with the School's policies for health and safety, child protection, safeguarding, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra-curricular activities, e.g. open days, presentation evenings.
- Provide cover as and when necessary for members of the teams managed.

Conditions of service :

Thirty-seven hours per week. This represents a contract covering 52 weeks per year. Leave entitlement to be taken during school holidays. Exact hours of work to be negotiated.

Signed

Date

To be reviewed annually as part of the Appraisal/Performance Management Process

PERSON SPECIFICATION: NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS

	ESSENTIAL	DESIRABLE
Qualifications and Training		Qualified Accountant (CCAB, CIMA or overseas equivalent), or Certificate/Diploma in School Business Management
		IT related qualifications
Experience	Excellent management skills	Experience of academy finance
	Experience of managing budgets	Understanding of procurement rules and practices.
Skills, Knowledge and Abilities	Excellent working knowledge of computerised finance systems and financial controls	Knowledge of Academy funding
	Ability to interpret complex data and report and act on it	
	Excellent ICT skills, including Microsoft Excel	
	Ability to communicate effectively both orally and in writing across a wide range of audiences	
Other requirements	Ability to work with initiative and to tight deadlines	A genuine ambition and interest in improving the life choices for our

		young people and the wider community
	Resilience under pressure.	
	Good organisational skills	
	A strong work ethic	
	An ability to exercise discretion and confidentiality	
	Suitability to work with children	
	Willingness to undertake further professional development	

KGA is committed to safeguarding and promoting the welfare of children and expects staff to share this commitment.