



JOB DESCRIPTION

Job Title:	Business Manager
Responsible to:	Headteacher
Job Purpose:	<p>To operate, maintain and develop the administrative and financial procedures and systems of the academy to ensure the financial information needs of the Trust and EFA regarding the Academy are met.</p> <p>Supporting the Headteacher in ensuring that all legal and safety requirements with regard to people and property are fully met.</p> <p>To be a member of the academy leadership team</p>

The following is an outline of the range of duties that can be expected of the Business Manager. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the Academy and the Trust, which do not change the general character of the job or level of responsibility.

Summary of Key Tasks

a) Financial Administration

Responsible for all financial aspects of academy financial administration including -

- Ensuring that the Academy operates within the Trust Financial Management Handbook and Procurement Policy requirements, liaising closely with Internal Audit, External Audit and other external agencies as required.
- The preparation of draft annual/three year revenue budgets, including staffing schedules and commentary, for the approval of the Executive Headteacher, Head of School, Trust Financial Director and Trust Board in line with existing policies.
- Maintain a record of authorised signatories for authorising orders, signing cheques/electronic payment runs & other documents
- Review and maintain school contracts, School Meals, Photocopiers, Grounds Maintenance, etc. in conjunction with the Trust Financial Director
- Liaise with AAT and external bodies as required
- Review and organise operating leases for academy equipment in conjunction with the Trust Financial Director



- Liaise with the internal auditors during a financial year
- Liaise with the external auditors annually
- Ensure best value principles are adopted and maintained
- Attend Governor and SLT meetings, to ensure senior management and Governors have up to date information to inform their decisions, as required
- Produce ad hoc financial reports as required for the Head teacher, Governors, AAT, auditors, DfE/EFA
- Support the Trust Financial Director in preparing bids for additional capital/revenue funding.

On a day to day basis, ensuring the financial records of the academy are kept as up to date as possible:

- Ordering Consumables and Stock Monitoring
- Raising Purchase Orders
- Processing supplier invoices onto the financial system and for authorisation
- Processing staff expense claims for payment
- Cheque & BACS processing of payment runs
- Reconciling the Purchase Ledger balances at the end of each month to supplier statements
- Manage the academy cash book, bank accounts and reconcile them at least once a month
- Supervise the receipt of cash and fees and organize prompt bankings thereof
- Maintain the academy petty cash and post required entries into the nominal ledger
- Raise sales invoices as required
- Reconcile the Accounts Receivable balances at the end of each month
- Monitor payroll processing and authorize the monthly payroll prior to processing, ensuring the monthly payroll input to Capita is accurate and complete
- Process payroll journals into the nominal ledger
- Process general journals in the nominal ledger
- Reconcile Balance Sheet nominal ledger balances at the end of each month and maintain the control account reconciliation schedules in monthly files.
- Ensure that the academy VAT records are reconciled, so that the AAT VAT return can be made promptly after each month end
- Check nominal ledger postings for consistency and accuracy

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- Produce monthly management accounts, including a forecast to the year end together with a cash flow forecast and commentary by the 20th of the following month

b) HR Administration

- To give advice or assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To work with the Trust Financial Director and legal advisors to ensure that Trust HR policies are fully implemented and consistently applied in the academy.
- To answer queries from all staff on pay and conditions of service referring unanswered queries to the Executive Headteacher, Head of School and/or the Trust.
- To oversee staff appointments procedure (Teaching and Non teaching).
- To manage HR administration and systems including the maintenance of HR and payroll records.

c) Facilities Management

To receive regular reports from the Site Manager on the state of cleanliness and repair of buildings, fixtures and fittings.

- To ensure that the provisions of the Health & Safety at Work Act are observed, that accident forms are properly completed.
- To promote the use of the academy premises by outside agencies.

d) Catering Management

- Prepare a Catering Business Plan in liaison with the outsource catering service provider
- Receive financial catering data. Prepare weekly reports and provide monthly management reports
- Work with the Trust Financial Director and legal advisors to monitor the catering Service Level Agreements entered into in relation to the provision of academy meals, including service quality, pricing and the implementation of the Nutritional Standards and to meet with the catering outsource management to ensure the SLA's are consistently delivered.

e) Information & Communication

- To oversee the management of the academy's computerised administrative systems by the outsourced service provider and advise the Executive Headteacher, Head of School and Trust Financial Director on the use/development of systems.

f) Office Administration

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- To oversee the maintenance of absence records for support and teaching staff.
- To prepare information for management reports, statistical returns (eg PLASC) as required.
- To attend relevant training sessions and courses as necessary.

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