



POST TITLE: Academy Business Manager/Chief Financial Officer

GRADE: NJC Leadership Spine 49-53 (£59,259 - £64,004)

HOURS OF WORK: 37 hours per week, 52.14 weeks annually

POST STATUS: Full time/permanent

RESPONSIBLE TO: Headteacher

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MAIN PURPOSE OF POST

The Academy Business Manager (ABM)/Chief Financial Officer (CFO) is responsible for managing the strategy and operation of the business functions of our school, including financial management, business management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the academy to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership and Strategy

- Be responsible for line-management of support staff, including carrying out long term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate and support the role of Governors Clerk
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, encourage others to do the same and challenge decisions when needed

- To lead on the strategic management of the school estate ensuring effective use of resources to deliver safe and fit for purpose accommodation whilst meeting current and future education needs.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- To monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing and to manage and oversee strategic personnel to ensure the school's management information system and network infrastructure operate effectively.

Financial Management and Fundraising

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing contracts/tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human Resources

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR business partner
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and Safety

- With the Headteacher and premises team, supervise the maintenance of the academy site
- Manage the school's compliance with health and safety regulations, act as Health and Safety Officer and Educational Visits Co-ordinator and put in place processes and procedures to ensure the safety of all in the school including those on school trips.
- Organise health and safety training for staff

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

Premises

- To lead on the maintenance and upkeep of the school buildings, site and estate
- To project manage the planning and implementation on site of new capital projects

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Oversee the management of the school's administrative team to ensure effective support for the Headteacher, governing body and the whole school community
- Support the Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Academy Business Manager/Chief Financial Officer will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

The Academy Business Manager/Chief Financial Officer will be required to safeguard and promote the welfare of all children and young people, follow Academy policies and the staff code of conduct, and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an enhanced disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply an enhanced disclosure at predetermined intervals during the course of their employment whilst in this post.

Note: Lakelands Academy is designated a no smoking workplace. In addition, there is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show at all times.