



St Ambrose College

Business Manager

11-18 State-funded Independent Catholic Grammar School. Graded outstanding in recent Diocesan and OFSTED inspections. Part of the Edmund Rice Academy Trust

The application form to be requested from the school

Email: recruitment@st-ambrosecollege.org.uk

Closing date for applications 27 September 2019 @ 4.00 pm Interview w/c 7 October 2019

Further information regarding the role: <http://www.st-ambrosecollege.org.uk>

Salary range: £46,572 - £52,439 (negotiable upon experience)

Hours of Work: Full time (permanent) 36.25 hpw

Responsible to: Principal and Governing Body

Line Manager: Principal

Summary of the Role

To enable and facilitate the strategic direction of the school in terms of finance, staffing and resource management, supporting outcomes for students, staff and stakeholders.

To provide strategic financial information for the Principal and the Governing Body and be responsible for the financial affairs of the school.

To provide and oversee operational management for all aspects of business services including finance, personnel, facilities management, school administration, catering, ICT services and health and safety.

To maintain and improve the systems and processes in place to ensure the efficient and effective running of the College.

As Chief Financial Officer, be responsible for the strategic development of the school to secure current and future financial stability.

The Business Manager will act as Company Secretary to the Academy Trust, be part of the Senior Leadership Team and the SLT lead for finance at Governor Meetings.

Key Responsibilities

Strategic leadership

- Attend Senior Leadership Team (SLT) meetings and Governor meetings as appropriate.
- Influence strategic decision making within the SLT.
- Plan and manage change in accordance with the strategic vision of the College.
- Performance manage support staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, undertaking regular reviews for feedback.

- Maintain an up-to-date understanding of relevant educational issues, policies and legislation and incorporate the implications within the operation of your role.

Financial Management

- Provide strategic advice to the Principal and Governing Body on the long term and short term budgets for the College and ensure finalised budgets are reports to the DfE on a timely basis.
- Be responsible for the preparation of annual and monthly management accounts and cash flow forecasts and for offering advice to the Principal and / or the Governing Body on any areas of concern.
- Have responsibility for ensuring all staff follow the College's financial procedures and appropriate, clear policy guidelines are in place and acted upon.
- Ensure all financial activities comply with the EFA Academies Financial Handbook, Companies Act and other relevant tax legislation.
- Ensure 'Best Value' principles are applied to all appropriate purchasing decisions.
- Lead and manage the operation of the College bank accounts including monthly reconciliation bank statements.
- Liaise with and provide information to the College's auditors and ensure that recommendations are implemented.
- Monitor the effectiveness, efficiency, compliance and implementation of Academy contracts and agreements.
- Preparation of tenders or bids as required.

Operational Management

Facilities and estate management

In conjunction with the premises team:-

- Ensure correct procedures are followed, in terms of contractors working on site, from engagement to the work being carried out, and to plan for and manage any building or refurbishment projects.
- Ensure the safe maintenance and security operation of the college premises.
- Manage the maintenance of the college site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced services.
- Ensure a safe environment for the stakeholders of the college to provide a secure environment consistent with the ethos of the college and its safeguarding commitments.
- Ensure ancillary services eg cleaning and IT are monitored and managed effectively and that suppliers deliver in accordance with contracts.
- Manage any future letting of the College premises to external organisations.

Health & safety and Data Protection

- Ensure the college's arrangements for insurance are effectively managed and provide adequate cover.

- Manage Health & Safety issues associated with the premises ensuring compliance with relevant legislation.
- Ensure systems are in place to enable the identification and minimisation of hazards and risks.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and external agencies.
- Acting as the College Data Protection Officer, manage Data Protection compliance and associated issues ensuring compliance with relevant legislation.

Human Resources

- Ensure an efficient payroll service for all college staff, including the management of pension schemes and associated services in conjunctions with the college's payroll and pension providers.
- Working together with colleagues and the College's HR advisers ensure that HR Procedures sickness and absence, appraisal, capability and disciplinary procedures are implemented.
- Ensure College HR policies are regularly reviewed and updated and clearly communicated to all staff.
- Manage the performance management, appraisal and development of support staff.
- Make use of specialist expertise in relation to HR issues.

Management Information Systems

- Establish systems to monitor and report on the performance of technology within school, liaising with external providers and experts as needed.
- Manage existing and the introduction of new technology with the college.
- Ensure resources, support and training are provided to enable work colleagues to make best use of the available ICT.
- Develop and manage contingency plans in the case of technology failure.

Line Management Responsibilities:-

Admin Staff

Finance staff

Site staff

Catering staff

IT staff / contractors

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Degree qualification or equivalent ➤ Professional qualification in business management or accountancy 	<ul style="list-style-type: none"> ➤ Member of the National Association of School Business Management or equivalent ➤ Chartered Accountant
Experience	<ul style="list-style-type: none"> ➤ At least 3 years' experience in financial, business and / or premises management ➤ Experience of developing effective administration systems and procedures. ➤ Be able to demonstrate effective leadership of financial and budgetary management and control within a complex medium sized organisation. ➤ Experience of managing and/or procuring service contracts. 	<ul style="list-style-type: none"> ➤ Leadership within the public or private sector ➤ Education sector experience ➤ Experience of driving through organisational change ➤ Experience of producing a wide variety of reports including detailed management accounts. ➤ Experience of project management
Knowledge and understanding	<ul style="list-style-type: none"> ➤ Good knowledge of financial principles and standards ➤ Good knowledge of effective IT administration systems ➤ Clear understanding of HR processes and systems needed to ensure a high-quality professional learning environment ➤ Sound knowledge of policy and practice regarding premises management, health and safety and human resources. ➤ Firm understanding of the national education landscape and the legal framework under which academies operate (Academies Financial Handbook). ➤ Ability to use computer systems including finance packages, word processing skills, spreadsheets and statistical returns. ➤ Knowledge of data protection and information security guidelines, including GDPR. 	<ul style="list-style-type: none"> ➤ Knowledge and up to date understanding of child protection, safeguarding issues and procedures and the ability to keep children and young people safe. ➤ Prior use of FMS
Personal attributes	<ul style="list-style-type: none"> ➤ A successful enhanced DBS check ➤ Highest levels of integrity, probity and reliability ➤ Ability to work under pressure ➤ Adaptability to change 	

	<ul style="list-style-type: none">➤ Ability to learn new skills and acquire knowledge➤ Ability to interpret complex legislation and regulations➤ High order ICT skills.➤ Good personal organisation➤ Attention to details➤ A willingness to participate to any aspect of school life➤ Ability to build and maintain effective working relationships with a wide variety of people	
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