

Job description

Job title: Finance and Business Manager
Job ref: XS 9.6
Location:
Grade: Dorset Grade 11
Reports to: Headteacher

Main job purpose

The postholder will be a member of the Senior Management Team and play an important role in the development, implementation, monitoring and maintenance of a range of services supporting the education delivery to pupils and whole school improvement. The postholder will lead in the securing of new capital and other revenue/income generation and acquisition in the pursuit of development of the overall capacity of the school as a centre for community leadership.

The postholder is responsible for the effective management and development of financial and business related activities within the school.

Main responsibilities and duties

Financial Management

- To advise and guide the SMT and governors regarding the formulation of a long /medium /short term financial (revenue and income generation) strategies for the school and to advise the headteacher of the financial implications arising out of bids for financial assistance, general developments and proposals.
- To prepare draft annual revenue budget(s) for approval of Headteacher, SMT and Governing Body in line with pre-determined or agreed commitment or expenditure patterns.
- To monitor expenditure and other financial commitments against budget and manage the accounts of the school and to advise the Headteacher, SMT, Department Heads or LA, as appropriate, of any significant variation from the agreed financial strategy or approved budget and prepares proposals/recommendations to correct variations.
- To report periodically to the Governing Body as to the financial position of the school and to advise as to the opportunities for further development of income generation/budgetary savings.
- Authorises the purchase of supplies and equipment within the budget and approves the purchases of Heads of Department within the financial/budgetary limitations, lettings and other uses of the school's premises in accordance with the policy of the school or approved by the Headteacher/Governors.
- To lead and manage the financial services' staff and direct the work of such staff as required in the receipt of cash, reconciliation of accounts, orders and purchases.



Capital Budget and Programmes

- To advise and guide the Headteacher and governors regarding the formulation of a long /medium /short-term capital budget (capital programmes and associated income generation and self-financing projects) and strategies for school development. To advise the headteacher of the financial implications arising out of bids for capital and financial assistance, general developments and proposals.
- To prepare draft annual capital budget(s) for approval of Headteacher and Governing Body in line with pre-determined or agreed capital commitment or expenditure patterns.
- To lead and manage the capital works programme and to monitor and direct the work of construction contractors, approving contract payments, orders and purchases and recommending to Governors the signing off of construction projects.
- To liaise with DfES, LA, charitable and/or foundation bodies and other funding bodies in assessing scope for capital construction/refurbishment bids and in consultation with the Headteacher to formulate and recommend detailed bids for approval by the Governing Body.

ICT and Office Services

- To advise and guide the headteacher, SMT and Governors as to the development of integrated ICT pupil records/finance/administrative systems and advises Head on use/bids for development of systems within County Council guidelines.
- To advise and guide the SMT and governors regarding the long /medium /short term strategic development of support services within the school and to advise the headteacher as to the need for specific development within discrete service areas.
- To report periodically to the Headteacher, SMT Governors and LA service performance information, statistical information and undertake the completion of regulatory/statutory and other LA returns and arrange the minuting of meetings, as required.

Premises and technician services

- To advise and guide the Headteacher, SMT and Governors as to the general insurance, maintenance and development of the school site, premises and related services, including technician services, and advises the Head on bids for major capital development funding.
- To monitor the use of premises and to survey and/or to receive and act on reports from the site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the County Council.
- To Invite tenders for maintenance and services and advise the Headteacher/Governors appropriately and to monitor contractors' performance within contract, recommending termination/renewal to the Head and signing off work completed to the standards determined.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's



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safeguarding and child protection policy.

Knowledge & skills

A relevant and formally recognised management, financial or equivalent professional qualification is considered essential, together with substantial experience of managing financial and/or administrative and office services within a large and diverse organisation. Qualification in education management would be advantageous.

Knowledge and experience of ICT system development and application is desirable.

Effective and developed interpersonal skills are considered essential as are well developed managerial and organisational skills.

Supervision & management

The postholder will work for the substantial part of the time without direct supervision of the headteacher/Governors. The postholder will be required to directly supervise the senior personnel within the identified areas of financial and business related services – not normally more than 15 staff. The postholder is responsible for the effective management of all personnel within the defined services

Resources

Office PC, scanner, printer and other computer related peripherals.

Working environment

Busy office environment

Predominantly the postholder will work within an office environment but will be required to undertake site inspections on a regular basis. Occasionally will be required to lift packaged paperwork.

Contacts & relationships

Daily contact by telephone/face-to-face with Headteacher/SMT members, pupils and parents and regular contact with Senior Governors (Chairman and Committee Chairs)/LA officers/contractors and suppliers. Other contact with DfES and other central government officials, locally elected council members, examinations bodies and charities form an additional feature of the work of the postholder.

Approval			
Prepared by	Chris Matthews	Date	12 April 2005
Designation	Pay and Reward Manager		

