



Cleves Cross Learning Trust

Job Title:	Trust Business Manager
Responsible to:	Executive Headteacher
Grade:	Grade 13/14
Purpose of the role (job statement)	<p>To give strategic vision and leadership to all aspects of Budget, Finance and Operations</p> <p>To lead, operate, maintain and develop the financial procedures and systems of the Trust/Academies, in co-operation with the Senior Leadership Team and Trustees, ensuring that legal and safety requirements with regard to people and property and function of the Trust/Academies are maintained. Act as the Chief Financial Officer for the Trust.</p>



Responsibilities:

The Trust Business Manager will have a key strategic role in the leadership and management of the Trust and will be responsible for:

- Financial Planning, Management and Reporting
- Accounting and Governance
- Information Management and IT
- Payroll
- Premises
- Human Resources Management
- Income Generation
- Management of Central Administration team.

General:

1. To lead and advise the Trustees, Executive Headteacher and Headteachers on matters relating to premises, finance and operations
2. To advise the Executive Headteacher, Headteachers and Trustees on all matters relating to their collective responsibility for prudent financial management of the Trust and other related activity. This includes maintaining appropriate financial systems & controls, ensuring the Trust as a Trust, company and charity, complies with all regulatory requirements and that financial information is both accurate and readily available to support financial decision-making processes
3. To offer strategic contributions to the overall development of the Trust.

Finance:

1. Act as the Chief Financial Officer to the Trust in line with EFSA requirements
2. Provide sound financial advice to Trustees, Executive Headteacher, Headteachers and other senior management colleagues
3. Provide an overall effective financial management service to the Trust and act as the leading interface between leaders, management and Trustees on financial matters

4. Ensure reports are prepared and sent, on a timely basis, to the DfE in line with their specific requirements
5. Work in conjunction with the Executive Headteacher, Finance Officer and Audit partners to ensure that financial obligations of the Trust are fulfilled, and appropriate financial, contractual & purchasing procedures are established and maintained
6. Perform a key role as an advisor to the Finance and Resources Committee
7. Oversee the preparation of the Annual Budget & maintaining monthly monitoring of the financial accounting of the Trust's budget including individual academy accounts
8. Oversee the preparation of monthly cash flow forecast for each academy
9. Where responsible completion of all financial and statistical returns for the ESFA, HMRC and DfE and to oversee completion undertaken by others
10. Support the Executive Headteacher with the management of all cost centres with a view to implementing best value
11. Ensure, in close co-operation with the Executive Headteacher & Trustees, that an appropriate financial policy framework exists to guide Trust decision making
12. Identify and tender for relevant external funding opportunities
13. Undertake business and financial strategy, planning, monitoring, management and reporting including policies, systems, processes, risk assessment & personnel
14. Maintain records to meet legal and tax requirements and to measure both inputs and outcomes of the Trust's operations
15. Plan and manage Trust tax affairs under existing and proposed legislation and minimise Trust tax burden
16. Assist Auditors with statutory annual accounts and returns
17. Maintain contact with bankers, investment managers and pension advisers

18. Liaise with appropriate bodies with respect to:

- Insurance
- Legal Activities
- Supplier/Partner relationships
- Regulatory body relationships
- Approvals & Accreditations
- Purchasing, Contracts & Agreements

19. Submitting capital bids to the DfE, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors

20. Promoting the Trust's activities and premises with the objective of maximizing letting income, within agreed policies

21. Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets

22. To manage the bank accounts and ensure tight financial controls around authorisation and signatories

23. Work with the Trust Senior Leadership and Trustees to ensure that:

- Trustees are fully informed of Trust performance (financial and operational)
- Trust meets all targets and standards
- The Trust develops effective policies, practices and procedures
- The Trust remains in sound financial health
- Effective governance is achieved and maintained.

Information Management and IT:

1. To manage, implement and develop appropriate administration systems and ICT to support the objectives and ambitions of the Trust
2. To maintain systems in order to enable tracking of staff and pupil performance and the progress of initiatives
3. To oversee the management of the Technical Support teams to ensure the IT requirements of all staff and students are supported on a timely basis.

Payroll:

1. Work with the Trust's payroll provider to run an effective payroll system and ensure compliance with all relevant legislation
2. Check reports and returns produced by the payroll provider to ensure correct payments are made.
3. Liaise with the Trust payroll provider to ensure all government and pension returns are submitted accurately and on time.

Premises:

1. Take the lead on compiling and implementing a Trust Premises Development Plan including energy conservation alongside site staff
2. Ensuring the appropriate placing and monitoring of all service contracts
3. To oversee any major building projects in liaison with Executive Headteacher and site staff
4. To oversee the site teams in each Academy to ensure the Health & Safety requirements are supported on a timely basis.
5. To act as the Trust's education visits co-ordinator

Human Resource Management:

1. To work with Executive Headteacher and Headteacher to ensure adequate staffing for Academies within the Trust
2. To ensure that the Trust is compliant with all adopted policies and procedures
3. To provide HR support with issues/case work such as disciplinary, capability etc.
4. To be an active participant in the Trust's performance management processes
5. To ensure that the Single Central Record at each Academy is kept up to date in line with statutory guidance.
6. Ensure compliance with all relevant employment law.

Income Generation:

1. Liaise with funding agencies to identify and secure additional funding for the Trust
2. Work with all Senior Leaders to maximise income generation, financial growth and profile services
3. Ensure relevant staff are aware of records that need to be kept ready for inspection by auditors

Management of Staff:

1. Ensure staff in the Administration Team are efficient, accurate and effective
2. Provide leadership, motivation, support and accountability of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times
3. Actively contribute to the development of quality improvement programmes across the Trust
4. Proactively implement the Trust's policies and procedures.

General

The post holder must carry out their duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both themselves and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

The post holder will be required to comply with all Trust policies, including the no smoking policy.

PERSON SPECIFICATION – TRUST BUSINESS MANAGER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Professional qualification in accountancy	AF,C	D1	Part or fully qualified Accountant	AF,C
				D2	Management Qualification	AF, C
				D3	Degree in relevant field	AF, C
				D4	School Business Manager qualification or equivalent	AF, C
Experience & Knowledge	E2	At least 3 years' experience at management level in a similar organisation	AF,R,I	D4	Experience of School or Academy Management Information Systems	AF,R,I
	E3	Experience of managing a team including the monitoring of performance and development	AF,R,I	D5	Awareness of Statutory Education system and associated legislation relating to Finance services for Academies	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Leadership personnel	AF,R,I	D6	Experience in the development of and delivery of training courses	AF,R,I
	E5	Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate this into working practice / policies	AF,I	D7	Experience or working knowledge of marketing, sponsorship and promotion activities	AF,R,I
	E6	Experience of managing budgets and capital projects	AF,R,I	D8	Experience of project planning	AF,R,I

	E7	Experience of policy / procedure development and implementation	AF,R,I	D9	High level of commercial awareness	AF,R,I
	E8	Knowledge of Data Protection requirements and understanding of confidentiality	AF,I			
	E9	Knowledge of Health and Safety requirements and an understanding of risk assessments involving premises and people	AF,I			
	E10	Knowledge of safeguarding requirements in an education setting, including the requirements of Keeping Children Safe in Education	AF,I			
Skills	E11	Ability to build positive working relationships with a range of colleagues within a school environment	R,I			
	E12	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	R,I			
	E13	Ability to successfully lead a team and to train, motivate, enthuse and inspire a team within a school environment.	AF,R,I			
	E14	Ability to think strategically and to analyse complex situations, formulating and implementing plans of action	AF,R,I			
	E15	Ability to work successfully as part of a team and prioritise own work with minimum supervision within a school environment.	R,I			

	E16	Highly developed organisational skills managing time well to meet competing priorities	AF,R,I			
	E17	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports and the ability to negotiate and persuade others within a school environment	AF,R,I			
	E18	Ability to effectively use IT packages such as Excel and Word as well as understand and work with Financial Management Systems such as PSF etc.	AF,R,I			
	E19	Proven ability to undertake effective research	AF,R,I			
	E20	Proven ability to plan, implement and deliver large scale projects	AF,R,I			
Personal Attributes	E21	Participate in development and training opportunities	I	D10	A proactive approach to change with an ability to think laterally	AF,R,I
	E22	Self-motivated	I			
	E23	Possess effective leadership skills with the ability to motivate and steer others towards achieving successful objectives within the ethos of the school	I			
	E24	Dynamic, visionary and enthusiastic within a school environment	I			
	E25	Demonstrate effective decision-making skills including the ability to make quick decisions	I			

		when under pressure and be willing to accept responsibility for decisions			
	E26	Ability to communicate and empathise with a wide range of people, including children and adults	I		
Special Requirements	E27	Flexibility and versatility	I		
	E28	Emotional resilience	I		
	E29	Ability to work flexibly to meet the demands of the post	I		
	E30	Adaptability	I		
	E31	Ability to influence across all levels of the Trust organisation	I		
	E32	Suitable to work with children/young people	D		

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.