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**HASMONEAN MULTI-ACADEMY TRUST**

## JOB DESCRIPTION

***Job Title:* Business Manager**

***Department***: Finance

***Responsible to:*** Head of Finance and Premises

**Direct reports**: Head of Finance

**Grade/Salary:**  NJC 44 - 47

**Hours:** Full Time – 36 Hours per week

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The Business manager will provide

Purpose of job: The Business Manager will provide support to the strategic vision to all aspects of finance, premises management, contracts, procurement and IT at the Trust. The post holder will report directly into the Head of Finance and Premises on the impact of their financial and operational strategy, ensuring that the highest quality and standards are maintained.

**Job Purpose and Objectives:**

* Actively seek new commercial opportunities to generate income for the Trust. For example, the provision of shared services to other Schools.
* Manage IT, ensuring both the strategic and operational plans meet the needs of the Trust
* Be a key leader in the trust’s overall business and operational function, role modelling exceptional leadership behaviours in line with the trust’s strategic operational vision.
* Support the strategic vision and leadership within the team, ensuring high efficiency and effectiveness in deployment whilst driving high standards in improvements.
* Play a central role through the analysis of data and information to identify options, make recommendations and deliver evidence based timely decisions.
* Procure goods and services on a value-for-money basis to support education delivery within the context of regulatory frameworks and current legislation.
* Benchmark with other establishments and report back to the Head of Finance & Premises having integrated the data and drawn together evidence based conclusions for decision making.
* Champion economy, efficiency and effectiveness in all future operations.
* Take operational responsibility for academy premises including health and safety, risk management, fire safety and premises maintenance programmes.
* Manage all aspects of catering, in house and external, for the Trust.
* Assist with the promotion of good financial management ensuring that the academy is fully prepared to meet Ofsted financial criteria, internal and external audits.

**Main Duties and Objectives:**

* Work with the Head of Finance to establish a business and financial planning process to deliver the academy’s strategic objectives and Trust requirements, including a financial strategy regarding sustainable finances, a robust annual budget process that ensures financial balance and a monitoring process that enables delivery of this. Ensure that these are subject to regular review to confirm the continuing relevance of assumptions used.
* Support with the monitoring of key aspects of the Strategic Plan, to establish and implement the Trust Development and Improvement Plan, to improve academy policies and to give advice to ensure that all decisions made make the best possible use of financial resources available for the future development of the academy.
* Responsible for monthly and ad hoc reporting to the Head of Finance and Premises.
* Deputise for the Head of Finance and Premises

**Academy Catering**

* Manage the catering contract and ensure appropriate catering provision is in place at the Trust
* To monitor the catering service to ensure the effective provision of school meals.
* To ensure the highest standards of food quality, service and professionalism are achieved, including hospitality, in accordance with the quality and cost criteria established by the Head.
* To review the findings of staff, parent and pupil surveys, implementing change where needed.

**Contracts and Procurement**

* Manage Contracts and ensure value for money at all times

**IT**

* To line manage the IT Manager.
* Ensure that the IT provision for all staff and pupils is delivered, and that all systems are efficiently supported on a timely basis.
* To work closely with the IT Manager and across the trust to ensure the ICT provision is meeting the needs of the staff, pupils and curriculum and providing value for money.
* To ensure the General Data Protection Regulation is being adhered to by our network and individual systems.
* To ensure contingency plans are in place in case of technology failure.

**Premises/Health & Safety/Site Management**

* The post holder will ensure that all Health and Safety legislation, policies and procedures are in place and adhered to.
* Through the Facilities Manager, oversee the day-to-day management of Health and Safety (H&S) within the Trust.
* To take part in regular fire and health and safety risk assessment visits and reviews.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the School at the reasonable discretion of the Executive Headteacher or Head of Finance. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Date of issue: June 2022

**Finance Department Manager**

**Person Specification**

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| **Skills and abilities** | **Essential** | **Desirable** | **Assessed by** |
| Ability to organise one’s own work, to prioritisetasks and keep to deadlines |  |  | Application & interview |
| Ability to manage the work and outcomes of other people |  |  | Application & interview |
| Ability to manage the financial resources of the trust to best practice standards |  |  | Application & interview |
| Ability to communicate and interact effectively with adults, children and young people |  |  | Application & interview |
| Ability to manage the information and data requirements of the trust and a variety of outside agencies |  |  | Application & interview |
| Ability to manage ICT systems |  |  | Application & interview |
| Support for the vision and ethos of Trust |  |  | Application & interview |
| Ability to write effectively for a variety of different audiences |  |  | Application & interview |
| Displays commitment to the protection and safeguarding of children and young people |  |  | Application & interview |
| **Knowledge** |  |  |  |
| A thorough understanding of health, safety and security issues in schools |  |  | Application and interview |
| Expert knowledge in the non- finance functional areas covered by this post |  |  | Application and interview |
| A thorough understanding of and personal commitment to equality of opportunity |  |  | Application and interview |
| A proven understanding of how to improve quality on performance in service delivery |  |  | Application and interview |
| Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people |  |  | Application and interview |
| **Qualifications and experience** |  |  |  |
| Experience of working at senior operational and strategic levels. |  |  | Application & interview |
| Experience of leading teams |  |  | Application & interview |
| ICT certification to support word processing skills, database and spreadsheet skills |  |  | Application & interview |
| GCSE at level A – C in English and mathematics (or equivalent) |  |  | Application |
| NVQ Level 4 or equivalent professional qualification (CIMA, CSBM) |  |  | Application |
| Relevant experience in catering, finance, IT, procurement, contracts and administrative management |  |  | Application & interview |
| Previous experience in computerised finance pay, personnel and administrative systems |  |  | Application |
| Experience of implementing computerised packages commonly used in schools |  |  | Application |
| Willingness and motivation to develop own skills and proficiency  |  |  | Application & interview |