



Job Description

Executive Business Manager

Pay band G (bar point band H)

Responsible to: Director of Services

Location: Based in Hub but travel across Trust is required

Hours: Full time position

Main purpose of the post: This post has a number of key purposes:

1. To support the strategic development of each Academy by working closely with the Director of Education and Headteachers to enable effective decision making and achievement of Academy aims.
2. To provide high quality strategic financial planning to ensure that the Academy/Trust makes best possible use of resources and is able to provide the best outcomes for pupils.
3. To chair the service drive team to ensure that high quality services are delivered by the central team to the academies within the hub
4. To maintain and monitor the efficient management of the academies' budgets, along with chairing the Service drive team to maintain an overview of personnel, premises, ICT and health and safety matters.
5. To act as the principal financial officer for the academies within the designated hub.
6. To be responsible for maximising income generation by letting the premises to external users and supporting development of grant applications to support the school.

The Manager will:

Financial management

- Work with Senior Leaders to develop a strategic plan for the staff and resources of each academy.
- Monitor and maintain up to date budget and forecast figures for each Academy using the Trust's budgeting software, HCSS.
- Prepare a five year financial plan for each of the designated academies and as part of this exercise to prepare the annual budgets which support the financial plan.

- Meet regularly with the Director of Education and Headteachers to discuss monthly management accounts reports.
- Meet with budget holders as necessary to discuss budget spend
- In conjunction with other leaders support the planning and implementation of capital purchase programmes.
- Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources.
- Prepare financial reports, estimates and completion of financial returns as required
- Ensure the effective operation of financial controls within the designated academies and ensure they receive value for money for all expenditures.
- Meet regularly with key staff in the Central Finance Team to review management accounts and the Trial Balance by Fund Type.
- Authorise paylists, where appropriate authorisation has been received for payment from the delegated authority within each Academy.
- To be the lead officer for the regional Staffing and Finance Committee meetings and ensure they are all given the necessary information, both at the meeting and in advance, to discharge their duties effectively.
- Work with key finance staff and the Trust auditors to support the audit requirements for each Academy, ensuring that information is timely and accurate.
- Be responsible for the management of procedures which comply with statutory requirements such as Safeguarding Children and Young People, Data Protection and the Freedom of Information Act.
- Work with the Head of Finance to oversee and develop financial procedures within the Trust that are in line with the agreed financial practices.

HR & Payroll

- Support the strategic recruitment plan within each Academy ensuring that staffing decisions are factored into the relevant Academy's budget.
- Maintain effective communication with the Office Manager in each Academy to ensure a co-ordinated approach on HR and payroll matters. Liaise with the Trust's payroll and HR provider as necessary.
- Ensure all relevant parties are aware of changes to staffing so that relevant paperwork can be checked/updated as necessary.
- Reconcile the payroll information on a monthly basis against budgeted costs and deal with any discrepancies through liaison with the relevant Office Manager or the Trust's payroll manager.
- Assist the Senior Team in the development of a staffing structure that meets financial considerations

Leadership and Management

- Lead the Service drive team to ensure each Academy is receiving effective services from the centre and challenge when needed

- To champion and promote the Trust customer service values to deliver a Trusted, Solution Focused, Approachable and Timely services
- Contribute to the Trust's culture and development by:
 - Ensuring that staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
 - Attend leadership meetings (where requested) and ensure the content and outcomes of the meetings are reported back where relevant, to the finance staff.
- Share good financial practice across the Trust and designated academies.
- Ensure an appropriate induction programme for new staff into finance is in place and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Be an active and visible member of each Academy's community whilst developing partnerships and collaboration between the Academies.

Premises management

- To develop a long term site plan with the leadership teams to ensure the site is maintained and developed.
- To monitor the contract used within site management and look for opportunities to secure improved value for money.
- To support the delivery of Health and Safety requirements through working with the central team for facilities.
- To monitor the effectiveness of site and cleaning teams within the hub.
- To ensure that the catering provision is working effectively within the schools

Business Development

- Develop customer relations strategies which add value to the Academy.
- Manage the after school lettings to ensure the site is used efficiently and is providing an income stream to the Academy to cover all costs.
- To monitor, evaluate and report on the quality of the service provided through discussions with users and evaluations of course members.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child

protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.