



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Business Manager

### **2. Name of Employee**

### **3. Salary**

Spinal column points 36-41 within Band D. £38,813 - £43,662 per annum.

Full Time - 37 hours per week. All Year Round.

### **4. Accountable and Responsible To:**

Responsible to the Head Teacher.

### **5. Main Purpose of the Job**

To be responsible for the efficient and effective running of the Finances and HR and to provide effective strategic and operational financial and HR support to the Governors, Head Teacher and the Academy, including the maintenance of the Academy's accounts.

To contribute significantly to the achievement of the vision, mission, ethos and business objectives of the Academy through the development and implementation of Finance and HR strategies, policies and procedures.

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### **Key duties and responsibilities:**

1. Working in liaison with Governors, Head Teacher and other members of the Academy Management Team in the setting and appointment of the Annual Budget.
2. Managing the finance staff within the Academy and undertaking other line management duties in accordance with the Academy's line management structure.
3. Returning statistical information and reports as required to other stakeholders such as DfE and auditors.
4. Providing the Academy management team and other budget holders with a range of financial and budgetary information.
5. Working with budget holders to ensure that they do not exceed the overall budgetary allocation.

6. Operating defined financial procedures in accordance with statutory guidelines, financial regulations and Academy policy and practice.
7. Assist in the implementation and development of new and revised financial accounting methods and systems
8. Maintain the computerised financial system.
9. Accurate processing and recording of data relating to the ordering, receipting and payment of goods and services, ensuring that financial deadlines are met.
10. Managing the petty cash account, including the receipting and recording of transactions.
11. Reconciliation of financial queries.
12. Ensuring collection and reconciliation of Academy dinner money
13. Ensuring collection and reconciliation of monies for Academy trips
14. Provision and collection of information from and to payroll and pensions providers.
15. Maintenance of the approved supplier list for the Academy.
16. Maintenance of the Asset Register for the Academy.
17. Auditors: To be responsible for auditing purposes for all visits from our external partners.
18. Auditors: To manage the auditor's visit and to liaise with the Headteacher's PA to make sure the Headteacher is available during the auditing and internal assurance processes.
19. Auditors: To liaise directly with the auditors, to set up dates and to ensure that documentation and evidence is provided.
20. To develop and maintain effective policies and procedures for the Academy in a range of generalist HR matters.
21. To provide an advisory and consultative service on all aspects of employment law and practices to the Academy's Governor's, Headteacher and senior team members, ensuring that the Academy complies with all legal requirements, best practice and general education policies.
22. Returning statistical information and reports as required to other stakeholders such as DfE.
23. Providing the Academy management team and other budget holders with a range of HR information.
24. Maintaining the computerised HRMIS.

**All staff:**

25. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
26. Contribute towards the priorities identified in Academy Improvement Plan.
27. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
28. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
29. Seek win-win solutions.
30. Be a positive voice for the Academy in the community.

**Health and Safety:**

31. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
32. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
33. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

34. Actively engage and seek opportunities to improve own professional learning.
35. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

## **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 May 2019. The contents have been agreed in consultation with the post-holder/s and the Academy.