

Dulwich Hamlet Educational Trust

School Business Manager and Head of Finance



Job Description

Introduction

This post requires leadership and management of the operational business of the Belham Primary School to enhance the school's effectiveness. The role will encompass all aspects of the school's finances and administration as well as operational management of personnel, site and contracts management. The successful candidate will be flexible, efficient and sensitive, adopting a confidential approach to the role at all times. Excellent interpersonal skills are essential and a good knowledge of business management is vital.

Alongside the school business management responsibilities as outlined below, the successful applicant will gradually take on specific responsibility for the strategic financial leadership and management of the Trust. They will build upon the systems and strategies currently in place and have the capacity to support longer term organisational growth, optimising resources for learning and teaching. They will work with senior leaders, the office teams and the school's financial advisors, under the line management of the Executive Head and close working with the Head of Schools.

Belham School Business Manager

Leading Support Services:

- To foster development potential in others, and encourage collaborative decision making
- To promote culture of value for money and efficiency
- To develop plans to facilitate and improve operational processes and their effectiveness
- To draft policies and procedures and support their implementation across the school
- To promote and ensure compliance with safeguarding arrangements

HR:

- To work with the Trust HR lead to ensure that the school is compliant with policies and procedures, and is supporting the Trust's long-term strategy
- Manage day to day operational administration of personnel matters for staff, liaising with HR lead where appropriate
- To communicate all matters relating to remuneration and pay roll, including; HRMC queries, National Insurance, pensions, to the HR lead
- Ensure school's compliance with all relevant employment law
- Maintain secure personnel files, in line with data protection legislation, which are accurate and up-to-date.
- Overall responsibility for the School's Single Central Register (SCR)
- To provide support to the Head of School with regard to HR issues such as disciplinary, capability and so on

- To be an active participant in the school's performance management processes, which will include an annual review and regular review of all roles and responsibilities in the interest of the academy's needs

Premises/ Health and Safety:

- Through regular contact with the premises team, ensure that the proper maintenance and repair of the school is carried out, and progress monitored
- To ensure the appropriate award and monitoring of all service contracts including security, cleaning and catering
- To be responsible for the oversight of the management and coordination of the Trust's health and safety policy
- To effectively line-manage the Premises Manager

Finance / Purchasing

- To support new post-holder in moving towards a centralised process for ordering and paying of goods and services
- To ensure colleagues understand and operate within financial procedures
- To produce accurately costed options analysis and business cases to support major decisions
- To achieve for the academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To ensure the hire of facilities for the academy is done within approved procedures and guidelines
- To maintain appropriate records of tendering and ensure procedures are followed

Finance Lead for Dulwich Hamlet Educational Trust

- To be responsible for all financial and accounting procedures for the Trust, in line with the Academies Financial Handbook and the Trust's own financial handbook
- To ensure the effective implementation and operation of internal financial controls
- To fully support the Accounting Officer conduct their duties in full compliance with legislation and time frames, and assist leadership teams in terms of day to day operation
- To ensure financial implications of decisions are properly understood and can be met from within resources
- To undertake a management accounting role across the Trust, including:
 - Coordinating and preparing annual budgets with the approval of the Executive Head, Heads of School, Board of Trustees and LGBs
 - Monitoring overall budget implementation and performance - reporting against these budgets to LGBs and Budget holders on a monthly basis, to ensure successful achievement of financial objectives.
 - Supporting the Trust in identifying and reporting on Key Performance Indicators
 - Improving the accuracy of financial forecasts
- To undertake a financial accounting role across the Trust, including:
 - ensuring data entries in finance system (HCSS) are accurate and up to date
 - supporting cash flow and balance sheet analysis
 - providing relevant information to Trust auditors in order to prepare the year-end accounts (including year-end accruals)
- To act as the key contact for auditors in terms of both internal and external audits across the Trust, and preparation of annual accounts. To act upon recommendations and drive performance improvements.

- To ensure timely and accurate completion of ESFA returns (with finance consultants).
- To produce monthly financial returns / reconciliations. Including:
 - VAT returns (liaising with HMRC as appropriate)
 - Monthly bank reconciliations
 - Monthly credit card reconciliations
- To liaise directly with the Company Secretary to ensure accurate and timely submission of returns to Companies House, financial authorities and the Charity Commission
- Support delegated budget holders in financial planning, and budget monitoring.
- Ensure the Trust receives value of money.
- To keep up to date with current legislation and best practice including new directives from the ESFA