

VALENTINES HIGH SCHOOL

JOB DESCRIPTION

INTRODUCTION

Post Title: **School Finance & Business Manager**

Post Purpose: This is a full time post with a 36 hour working week. However, due to the seniority of the post the School Finance and Business Manager will be expected to work beyond this, as and when necessary, to ensure that the School's needs are met. It is expected that the SFBM takes his/her annual leave entitlement during the school holidays.

The School Finance & Business Manager will work closely with the Headteacher and members of the Leadership group and be a member of the leadership team. The role of the SFBM is to provide high quality leadership and management of the School's business functions. The SFBM will provide leadership for finance and premises in line with the vision and strategic direction set by the Headteacher and Governors.

Specific Responsibilities: **Finance**

- Provide strategic leadership and management of the school's finances, advising the Headteacher and the Governing Body on all financial matters relating to the school.
- To have overall responsibility for the annual budget; taking a leading role in developing, setting and monitoring the annual budget.
- Maintain a strategic financial plan that meets the requirements of the School development plan and forecast future year budgets in consultation with the Headteacher.
- To ensure that Financial Value Standards are complied with in line with current legislation and the requirements of Local Authority, HM Customs & Excise and other organisations as required.
- Keep abreast of financial and legal developments across the Education Sector.
- Produce financial reports for the Headteacher and Governor's Finance Committee on all aspects relevant to financial matters including future year's projections, benchmarking and best value.
- Ensure best value in the acquisition of all services and resources through effective procurement.
- Manage relevant contracts including negotiation of all new contracts ensuring that consistent and effective

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- contracting arrangements are maintained.
- Attend Governor Finance Committee meetings and Leadership meetings and other meetings as appropriate.
- Ensure that an accurate Asset register is maintained.
- Take responsibility in the management of income generation, including school lettings and other fundraising initiatives.
- Research and advise on funding and grant opportunities and make appropriate bids and applications.

Administration

- Review and update school policies in consultation with the Leadership group and other relevant staff and communicate to all concerned.

Premises and Facilities

- Take a strategic role in developing, supporting and monitoring the work of the Site Manager.
- Take a lead role in the planning and implementing of major projects including the annual refurbishment programme. Ensure that planned preventative Maintenance contracts are in force and up to date.
- Ensure all services procured by the school such as grounds, utilities and broadband etc. are fulfilling the requirements of the school.
- Be responsible for ensuring that the school meets all Health and Safety requirements and that regular review and monitoring is in place.

Line management

- To provide leadership and management of an identified group of support staff ensuring they are appropriately line managed and supervised in accordance with the school policies and procedures.
- Create and maintain good working relationships amongst the staff being line managed and ensure they meet high standards of work and conduct.

Note: These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably assigned by the Headteacher.