



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



School Business Manager

Overall purpose

To advise, implement and support colleagues to ensure the daily operations run effectively and efficiently. The major areas of responsibility are finance, compliance including health and safety, school buildings, ICT support, and administrative services. Attendance at the termly Governors' Finance Buildings and Audit Risk Committee and full Governing Body meetings is required. The School Business Manager is a key member of the Senior Leadership Team, involved in shaping strategy and advising on financial implications of decision-making. As such, the successful candidate will report directly to the Headteacher.

Financial duties

- Working with governors, the Head and senior staff to advise and lead on financial matters, including budget preparation and forecasting, devising a five-year strategic financial plan, and ensuring decisions are linked to development plans
- Working with/liaison with annual external auditors and preparation for statutory financial statements in accordance with the Academy Trust Handbook
- Liaison with LA, ESFA, DfE, HMRC and other local and national government agencies
- Reviewing interim and annual accounts
- Presenting financial reports and providing insightful information to aid decision-making
- Implementing changes and policies and allocating resources
- Preparing for mid-year and annual audits
- Maintaining close overview of day-to-day financial operations, including cash flow, invoicing, credit control and payroll
- Reviewing and updating the Risk Register and Emergency Action Plans
- Managing lettings of school premises to third parties for private income generation
- Supporting the Development Officer with the fundraising and income strategy
- Ensuring adequate levels of insurances are in place
- Liaising with/attendance at meetings of the United Westminster and Grey Coat Foundation; and other relevant financial forums

Compliance and procurement

- Annually updating the Financial Procedures document to ensure full compliance with the Academy Handbook
- Managing compliance in line with statutory obligations and advising the Head and Senior Leadership Team on legal and regulatory matters
- Managing Health & Safety, property and facilities
- Producing termly health and safety reports to governors and undertaking RIDDOR assessments
- Recruiting and supporting the first aiders and fire marshals,
- Ensuring Fire Risk Assessments and Health and Safety audits are undertaken as necessary
- Managing the procurement and monitoring of contracts e.g. Catering and Cleaning



- Ensuring tendering is taking place and that staff are using the approved DfE platform for e.g. IT, premises and other major purchases (ESFA, DfE, Spending Public Funds)
- Maintaining an overview of the school website to ensure statutory requirements are met

Buildings

- Overseeing the maintenance and development of the school sites
- Working with surveyors on CIF and other premises related bids and projects
- Monitoring local planning applications which may have an impact on the school and the local environment and highways

Line Management

- Line-managing and conducting performance management of finance staff including an ACCA qualified management accountant, the HR Manager, premises staff, and fundraising staff
- Identifying and monitoring staff development and training of the above
- Leading on cyber security and GDPR training

Candidates should have:

- A professional accountancy qualification: ACCA and or CIPFA or an equivalent qualification
- *Desirable* – ISBL qualification or related management qualification
- Proven experience within a public sector or educational organisation
- Experience in school improvement and change management, as well as financial management
- The ability to work with senior leaders and all stakeholders
- Strong interpersonal and communication skills and able to effectively communicate financial information to staff across all departments and disciplines
- A flair for thinking creatively and strategically and being solution focused
- Demonstrating professional integrity and resilience at all times
- Excellent time management skills and commercial acumen
- A proven track record of effecting positive change while securing the support of stakeholders
- Committed to promoting the diversity, equality and inclusion agenda across the school
- A passion to ensure students have access to the best possible educational outcomes

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts. Please note CVs will not be accepted.

For further information, please refer to the links on our website www.gch.org.uk.

Please address any additional queries to: recruitment@gch.org.uk.

