



St Matthew's Church of England Primary School

School Business Manager

Job description

Responsible to: Headteacher
Salary: Grade 5 – point 15 - 18

Main Purposes of the Job

To oversee all elements of finance.

To report to the Governing Body and support the Headteacher with the wider strategic aims of the school.

To liaise with the MAT Finance and Estates Teams

Main Responsibilities and Tasks

Professional Responsibilities: Financial Leadership

To be responsible, alongside the Headteacher, for the management of the school budget and financial management system.

To maximise the effective use of resources to support teaching and learning including:

- Preparing and managing the school's three-year budget
- Implementing sound financial procedures, budget monitoring, financial accounting and reporting systems using PSF and IMP
- Ensuring that financial systems adhere to statutory audit requirements
- Preparing documentation and evidence to support termly finance meetings with the Governing Body.
- Creating and managing the school budget in partnership with the head teacher to meet school, local and national financial procedures, guidelines, and requirements.
- Providing specific expertise in long-term strategic financial planning and management.
- Reporting regularly to the Head Teacher & Governing Body for monitoring the School finances and any financial issues arising.
- Attending all meetings relating to Business & Resources.
- Ensuring the school makes the best possible use of resources through effective planning, considering all financial and other resource implications; developing a culture to achieve best value for money in all areas of expenditure; monitoring costs of services and contracts to obtain maximum efficiency; benchmarking financial information for comparison and to assess trends in expenditure and make strategic recommendations.
- Managing and monitoring of all aspects of the School's finance system including Payroll, raising invoices and reconciling income
- Providing advice and resolution for payroll & pension related staff queries
- Assisting with PPG premium reporting
- Resolving parent queries with regards to remissions and charging
- Maintaining the school inventory, ensuring all items are accounted for annually, reporting any discrepancies.
- Having responsibility for administration procedures and organisation of the school's online payment system (BromCom) – setting up trips, club and Parents' Evening.

Responsibilities: Personnel Management

- To liaise with contracted staff e.g. Catering, Cleaning, IT and discuss areas to be reviewed/changed. Review contracts for these annually and meet with their area managers
- To use all aspects of the ITrent system to record variations of staff pay, staff absence and general maintenance of staff records.
- Maintain Pecuniary Interest Register

Other Responsibilities:

- ✓ To assist with the development of school policies and procedures, as appropriate
- ✓ To demonstrate commitment to and actively promote all school policies and procedures
- ✓ To adhere to Data Protection and Freedom of Information policies
- ✓ Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- ✓ Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- ✓ Promote the Christian ethos of the school
- ✓ Recognise health and safety as a responsibility of every employee; to take reasonable care of self and other; and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

The duties and responsibilities of any post may at the discretion of the Headteacher change from time to time and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

Signature of Headteacher:

Date:

Signature of post holder:

Date: