



Role Title: **Trust Business Support Manager
(Secondary School Experience required)**

Accountable to: **CFO**

Grade: **H - I**

Purpose of job

This Trust Business Support Manager Role will support the Chief Finance Officer (CFO) to generate, harness and process management information for the purpose of decision making, external statutory and monitoring returns. The role is one of a lead professional and will be a key member of the central team.

This role requires expertise in a number of areas including Secondary School finances and business management. You will work closely with our growing All-through School. This, with the aim of establishing an effective and efficiently operated school.

The role requires astuteness around how schools operate and Secondary School experience.

Travel will be required to school sites, therefore flexibility with working hours and a willingness to travel is required.

Job Description

Key Responsibilities

- Leadership - Provide strong leadership in all aspects of the role including strategic direction, change of management and financial operational effectiveness.
- Management – Act mindfully that the quality of information and discussion is paramount to good decisions being made.
- Relationships – Nurture relationships with other leaders.
- Support Services - Lead, develop and coordinate support services.
- Compliance – Ensuring that when advising or performing work that it remains compliant with the framework set by the Trust and ESFA.

Leadership & Strategy

- Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the trust in a purposeful and inclusive manner.
- Demonstrate strong strategic thinking by being able to set and lead discussions with School and Trust leadership.
- Contributing to the strategic discussion.

- Bringing opportunities or updates from external sources. [We will support individuals in establishing appropriate networks and developments, that said we expect the individual to also be motivated to improve themselves and the IFtL trust]
- Contribute to the IFtL Trust's expertise.
- This position specifically looks for expertise around Secondary finances and Secondary phase requirements.
- Ensure that information from other departments is considered in establishing a relevant, effective budget.

Management

- The role requires the individual to work professionally and pro-actively.
- There is no expectation of Line Managing a team directly. That said it would be expected that the individual would have a role to play in managing the effectiveness of Business Services in Schools. Equally, if Line Management positions in Schools are temporarily absent, supporting to ensure that colleagues are effectively managed.
- The role includes managing time and expectations.
- Clear communication of information.

Support Services

A priority of the role is in support. Supporting the IFtL Trust in ensuring that school budgets are managed effectively. We would expect the following aspects to be part of the role.

- To be part of our Help Desk / Support services. Supporting how the trust effectively manages the schools. Fielding questions or signposting to the appropriate team member.
- Work closely with other IFtL Central Trust Team members to ensure that priorities are coordinated.
- To appropriately escalate and work across departments to find solutions to school challenges.

Financial Administration

Although we expect the role to be focused on supporting schools by bringing together and facilitating the understanding of information. It is important that the individual understands our systems and processes and may be able to step in and support with financial administration when needed. With that in mind the role includes:

- Supporting schools and the IFtL Central Team, as needed with the timely processing of invoices and payments, in line with internal and external policies.
- Authorise trust level transactions on the Access Finance system, checking that compliance with trust policy is observed.
- To support the smooth operational running of the finance function within our schools.
- Support the schools in meeting the audit, framework deadlines and other requirements.
- Assist with the monitoring of grant expenditure for the IFtL Trust and the gathering of evidence or expenditure.

- Ensure compliance against the IFtL Trust Financial Policies and accounting system are operated effectively.
- Any other task requested by the CFO, HoF or FC that is in line with the job description.

Finance and Resource Management

The role will include the ability and performance of Finance Management and may include the following:

- To work directly with schools to support School Business Managers, Head Teachers, Finance Teams and Department Leads to ensure effective day to day management of the schools. This includes the monitoring of finances to ensure they are controlled in line with budgets.
- The preparation of monthly Management Accounts.
- To analyse data to obtain insights, providing valuable context in what the Management Accounts mean.
- Review others work to ensure satisfactory. Assist with the monitoring of financial information provided by the schools (such as monthly or yearly information).
- To maintain budgets for schools; ensuring accuracy and completeness in a timely manner.
- To build scenarios of budgets to support the school and wider team make appropriate decisions.
- Work to drive efficiencies.
- Ensuring that other departments / needs are fully considered – such as awareness and relevance of the Asset Management Plan.

Ensuring Action

A key principle of the role it to ensure that schools are well managed. This includes the ability to support the schools with challenges but also to identify if there are any problems. With that in mind the following roles are key:

Work Profile

- Manage the implementation of school administrative, financial and related policies and procedures; developed analytical, judgmental or creative skills required to interpret varied and potentially complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to CFO and is a member of the senior leadership team in each school. Contributes to and develops strategic initiatives and involves significant decision making affecting the local schools.
- To adhere to school, IFtL Trust and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Participate in training and other learning activities and performance development as required.
- Attend relevant meetings.
- To maintain confidentiality.

Generic Responsibilities of all IFtL Trust Employees

- To exemplify and uphold the IFtL Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow IFtL Trust policies
- To work in a co-operative and polite manner with all stakeholders.
- To follow the child protection procedures and ensure that children's safety and wellbeing is never compromised.
- To be polite, cooperative, and positive when communicating to other staff.
- To take an active and positive role in the IFtL Trust's commitment to the development of staff, and their annual review procedures.
- To work with schools in such a way that it enhances the reputation of the school and the IFtL Trust.
- To seek to improve the quality of the IFtL Trust's service.
- To present oneself in a professional way that is consistent with the values and expectations of the Trust.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Line Managers may require particular additional duties to be undertaken to suit the specific IFtL trust / school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Other information

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave and Employee Assistance Programme. In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level			Assess by;
<i>Attainable</i> Successful an agreed period applicants of time will be expected to obtain the denoted qualifications within				A	A Application I Interview T Testing R Reference
<i>Desirable</i> Applications will be preferred from candidates with the denoted qualifications			D		
<i>Essential</i> Applicants without the denoted qualifications or experience will not be considered for this role		E			
Qualifications	Recognised school management qualification or equivalent to minimum NVQ4 level or a recognised accountancy qualification.	X			A
Skills / Experience	Use of standard IT business packages with particular competence in spreadsheets and management information systems	X			I, R
	Experience of school budgets and finances		X		A, I, R
	Experience of staff and team management		X		I, R
	Secondary school experience	X			A, I, T, R
Competencies		Level			Assess by;
<i>Awareness</i> Demonstrable aptitude and ability to develop in the particular work area				A	A Application I Interview T Testing R Reference
<i>Significant</i> Clear competence in the work element sufficient for all role requirements			S		
<i>Extensive</i> Sufficient expertise in the work element to lead and mentor others, policy and practice and influence		E			
Planning and organising work	Agreement of, and adherence to, reporting deadlines in accordance with academic year			X	I
Planning capacity and resources	Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years		X		I
Influencing and interpersonal skills	Working with external suppliers, colleagues, governors and the Trust to maximise efficiency and economy		X		I, R
	Influencing skills with colleagues, governors and others in relation to introducing change			X	I
Using initiative	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management.		X		I, R
Working independently	Dealing autonomously with all but the most serious problems but keeping HoF /Financial Controller/CFO apprised of all major issues.		X		I

Managing people	Full management responsibility for the School Bursars across the local schools.		X		I
Managing resources	Consultant/advisor status in relation to smaller school finances. Monitoring of robust internal financial procedures.	X			I, R
Managing risk	Awareness of child protection issues; health and safety risks; adherence to financial regulations	X			I
Managing oneself	Awareness of personal development needs and opportunities		X		I