



Joseph Leckie Academy Finance and Administration Job Description



<p>Job Title: Finance and Administration Manager Work Location: Academy Based Reports to: Principal Grade: 9/11 Salary Range: £31,601 - £43,821pa Dependent on qualifications and experience.</p> <p>Accountable to: The Principal</p> <p>Responsible to: The Principal and Leadership Team as identified on the Leadership Team Roles and Responsibilities</p>	<p>Leads & Manages: Academy Reception / Finance /Administration Personnel/Community Officer. Other associate non-teaching personnel as directed by the Principal.</p>
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Job Purpose

- 1.The Academy Finance and Administration Manager is the Academy's leading support staff professional and works in conjunction with the Senior Leadership Team to assist the Principal in his/her duty to ensure that the Academy meets its educational aims.
2. The Academy Finance and Administration Manager is responsible for providing professional leadership and management of Academy administrative staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Academy.
3. The Academy Finance and Administration Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy's learning objectives.
4. The Academy Finance and Administration Manager is responsible for the Financial Resource Management, Administration Management and Human Resources Management.

General Duties

Leadership & Strategy

Responsible to: The Principal

1. Promoting the highest standards of business ethos and strategically ensuring the most effective use of resources in support of the Academy's learning objectives.
2. Negotiate and influence strategic decision making related to their roles with the relevant members of Academy's Senior Leadership Team.
3. Assisting the Principal, Leadership Team and Governing body in establishing policies, systems and procedures in order to achieve the Academy's aims and objectives including developing strategic and resource plans. Manage change in accordance with the Academy Improvement Plan.
4. To lead and manage all Academy financial and administrative staff.

5. Advising and complying with legislation and guidance including employment law, pay, taxation, pension and personnel issues.

6. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings and Joint Board where appropriate as directed by the Principal.

Duties and Responsibilities:

- The main duties are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Academy Principal in consultation with the post holder.
- Please note that the post holder may be required to work outside of the normal Academy working hours, for example, for extended activities, Academy events, meetings and emergencies.
- This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to uphold the Academy's policy in respect of Child Protection and Safeguarding matters.
- All members of staff are required to participate in the Academy's Appraisal Scheme.
- All members of staff are required to support and encourage the Academy's ethos and objectives, policies and procedures as agreed by the Governing Body.
- All members of staff will be expected to undertake training relevant to their role including holding a relevant First Aid Certificate.

Financial Resource Management

1. Ensure the Academy has appropriate financial systems, processes and procedures in place and manage all aspects of the Academy's financial systems in accordance with agreed policies and legal requirements of the EFA Academy's Financial Handbook, ensuring accurate financial records are maintained.

2. Evaluate information and consult with the Leadership Team and Governors to prepare a realistic and balanced budget for Academy activity.

3. Discuss, negotiate and agree the final annual budget and submit the proposed budget(s) to the Principal and Governors for approval and assist the overall financial planning process.

4. Use the agreed budget to actively monitor and control performance to achieve value for money

5. Identify and inform the Principal and Governors of the causes of significant variance and take prompt corrective action.

6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.

7. Manage the Finance /Administrative Team and provide detailed management accounts and on-going budgetary information to relevant people, reporting immediately any exceptional problems.

8. Advise the Principal and Governors if fraudulent activities are suspected or uncovered.

9. Maintain a strategic financial plan that will indicate the trends and requirements of the Academy improvement plan and will forecast future year budgets.

10. Identify additional finance required to fund the Academy's proposed activities.

11. Seek and make use of specialist financial expertise and oversee the annual update of the Academy's Financial Handbook.

12. Maximisation of income through lettings and other activities through managing the Community Administration staff in the letting of Academy premises to external organisations and the

- Community Development Officer for the development of the extended services and local community requirements and ensure that the Academy's charging policy is reviewed annually with the Principal.
13. Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
 14. Present timely and fully costed proposals, recommendations or bids.
 15. Oversee that formal finance agreements, contracts and tenders are in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules to ensure 'best value for money.'
 16. Monitor, assess and review contractual obligations for outsourced Academy services such as cleaning and grounds maintenance to manage the Buildings and Health and Safety related budgets in conjunction with the Buildings and Health and Safety Manager.
 17. Oversee banking arrangements and bank accounts, authorise BACS payments, credit card payments and ensure surplus funds are invested appropriately in line with the Governors' Investment Policy.
 18. Manage the Finance / Administrative Team and Principal's Personal Assistant to ensure that all necessary financial data, related to the Academy Payroll including, pensions, salaries, timesheets are accurate and up to date and assist the Principal to project future requirements.
 19. Manage end of year accounts processes and audit, liaise with accountants on accounts preparation and on all legal requirements in the Reporting Officers' role and ensure that accounts are submitted on time.
 20. Ensure that all records, returns, reports and documents are completed accurately including Academy Asset and Inventory Registers and ensure that the Academy's computerised financial systems are used effectively and that a backup is maintained.

Administration Management

1. Manage the whole Academy administrative function and lead all named administrative staff.
2. Design and maintain administrative systems that deliver outcomes based on the Academy's aims and goals
3. The line management of a number of staff falling under the post holder's remit, including induction, training and appraisal of these staff. Be proactive in development and implementation of succession planning for administrative staff in conjunction with the Academy's Principal.
4. Ensure all administrative staff (in conjunction with the Vice Principal and Health and Safety Manager) are trained on health and safety and first aid and ensure all support staff hold an up to date appropriate First Aid Qualification.
5. Ensure (in conjunction with the Buildings and Health and Safety Officer) that appropriate named administrative staff maintain up to date records including lists of First Aiders, first aid books and equipment, students with medical conditions and other records such as H & S training courses.
6. Develop process measures that are affordable and that will enable value for money decisions for those managing resources including the Academy's extended services.
7. Ensure an efficient and effective delivery of the Academy's extended services including sport and community lettings by managing the Community Development Officer and Community Administration support staff.
8. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication

9. Collate information, statistics and prepare reports as required by the Academy Principal, Leadership team and/or Governing Body.
10. Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines.
11. Ensure all administrative staff have a clear understanding of the policies and procedures and the importance of putting them into practice for example: Academy's Equality Policy, Child Protection Policy, Health and Safety Policy (including First Aid), Data Protection Policy, Positive Behaviour Management Policy and Staff Code of Conduct
12. Ensure systems and procedures are communicated effectively to individuals and the team and keep appropriate minutes. Monitor the way policies and procedures are actioned and provide support where necessary.

Human Resource Management

1. Manage the payroll services for all Academy staff including the management of pension schemes and associated services in conjunction with the LA Payroll services.
2. Ensure the Academy's equality policy is clearly communicated to all staff in the Academy.
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements in conjunction with the Principal's PA.
4. Manage recruitment, performance management, appraisal and development for all support staff for which the post holder is responsible for.
5. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on staff in the Academy.
6. Ensure people have a clear understanding of the relevant HR policies and procedures and the importance of putting them into practice.
7. Monitor the way HR policies and procedures are actioned and provide support where necessary.
8. Seek and make use of specialist expertise in relation to HR issues as required and provide guidance to the Principal and Leadership Team.
9. Evaluate the Academy's strategic objectives and obtain information for workforce planning in order to provide guidance to the Principal and the Leadership Team as required.
10. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities and advise the Principal and Leadership Team.

Decemberr 2017