

Holy Family Catholic School & Sixth Form

Job Description – Assistant Business Director (Finance)

Responsible to: The School Business Director

Salary Spine points 18-26- FTE £30,699 to £35,217 pending pay award.

Core Roles of the Assistant Business Director:

- To work with the SBD, SLT and Governors to implement Holy Family's Mission Statement in helping to provide excellent resources for teaching and learning.
- To assist the SBD, as directed, in leading and managing the school's finances.
- To assist the SBD, as directed, in all aspects of premises management.
- To help ensure that Holy Family meets all its statutory and regulatory requirements.

Specific responsibilities:

1. FINANCE

- Assist the SBD to establish and monitor internal financial procedures which comply with all statutory requirements and be responsible for submitting accounts to relevant outside agencies, as required. Advise all staff on correct financial procedures through the delivery of in-house training on resource management.
- Ensure best value in the acquisition of all services and resources through effective procurement. Prepare information for statistical and other returns, as required by the SBD, SLT and Governors.
- Assist the SBD with the administration of bank accounts and charge cards
- Manage the maintenance of all financial accounts and ensure the provision of regular reports to all budget holders. Manage the day to day ordering, processing and payment of all goods and services. Assist in planning and managing cash flow.
- Assist the SBD in maintaining records to meet legal and tax requirements.
- Manage the collection of all types of payment from parents, keeping accurate records, including school meals.
- Support teachers to cost school trips ensuring the trip expense are correctly financially feasible.
- Assist the SBD to ensure school contracts register are kept updated, all contracts are regularly reviewed for best value.
- Manage all aspects of the 'School Fund' effectively, in accordance with the above guidelines.
- Responsible for all payroll and pensions administration and data entry, including timesheet entry. Ensuring payroll portal holds accurate employee data
- Monthly processing of payroll journals into the finance system and balance sheet reconciliations. Oversee school petty cash accounts.

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- Liaising with the HR department regarding new starters, leavers, staff leave, remuneration and conditions of service.
- Check and validate the results of 'provisional' payroll reports and taking appropriate remedial actions to achieve accurate final payslips.
- Responsible for liaising with internal and external provider with regards to payroll and pension queries
- Assist with the production of all-staff annual salary letters.

6. OTHER DUTIES

- Keep all members of the school community informed, where required. Good communication skills are central to this role.
- Represent the SBD at appropriate meetings as required.
- Be responsible for your own professional development, as well as that of others.
- Create and maintain good working relationships among all members of the school community.
- Assist the SBD to review and update school policies in consultation with SLT and Governors and communicate to all concerned.
- Undertake any other duties commensurate with the grade, as directed by the Head Teacher.

Note:

Given the dynamic nature of this role, it must be accepted that there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

June 2023