



St Paul's Steiner School

Job Title:	School Business Manger
Reports to:	Headteacher
Function:	Finance
Level:	Level 3 CIMA or equivalent professional accounting/financial management qualification
Education:	Postgraduate degree (senior business/technical)
Salary:	£40,000 FTE pro rata'd
Hours:	Part-time 4 Days from 8am to 4pm (flexibility for some homeworking and different hours)
Holiday:	6.6 weeks including bank holidays
Start date:	As soon as possible

About the School and the Role:

St Paul's Steiner School is a non-denominational and dynamic Steiner-Waldorf school, nurturing the academic, physical, emotional and spiritual aspects of the developing child. We are housed in a Grade II* converted church in Islington, which makes for a unique environment with great restoration and development potential. We are a small friendly community school with a village feel that give students unique learning opportunities and we offering a role with lots of potential for interesting projects.

St Paul's Steiner School is seeking to appoint a School Business Manager to join our Senior Leadership Team. Working collaboratively with the Head Teacher, Board of trustees and other stakeholders, you will set the vision for the future of the school ensuring we have the secure, financial foundation and sustainable plans to meet the current and future needs of the school. We are looking for someone who can balance the financial constraints of the two charities, Building and School, with an ambitious plan to find various income streams, fundraising and grant opportunities.

We encourage applications from candidates who would relish working in a Steiner School at the heart of the community. Ability to work as a team and be an excellent communicator is a must. We can offer a 4-day job with some scope for flexible home/onsite working arrangements over 32 hours/week.

Job Purpose:

The School Business Manager forms part of the School Business Team and holds overall responsibility for the oversight and management of the school's financial operations. The role is a senior management position and as such does require additional hours on occasions to fulfil the requirements of the post.

Supervision:

- Bookkeeper
- Premises & Facilities Team

Financial Responsibilities:

- Works closely and manages the bookkeeper with day-to-day oversight of finances and banking transactions

- Responsible for the general management of the school's financial network and improvement of financial and operational efficiency also management information systems. This includes improvement to software and technology within budgetary constraints
- Monitors all accounting procedures and resolves any problems
- Prepares, for approval by the trustees, the annual budget for St Paul's Steiner School and its sister property restoration company - St Paul's Steiner School Building
- Obtains agreements of budgets with budget holders and monitors actual income and expenditure against budgets. Reports to the Trustees on financial performance against budgets
- Collates and prepares monthly management accounts and cashflow statement showing current performance to budget and prior year together with liquidity analysis; and provides a regular update to the trustees on the financial standing of the school including detailed explanations of deviation from budget
- Credit control - ensures the timely and accurate preparation of documents regarding pupils' fees (contract/statement/invoice), agrees payment plans, arranges/authorises debt recovery and routine correspondence with fee debtors and/or late payments
- Oversees the preparation of the final annual accounts for the School and the Building and liaises with the appointed auditors
- Supervision and control of banking facilities and procedures - reviewing bank reconciliations, payments and staff payroll (collating & processing) in compliance with PAYE regulations
- Supports and co-ordinates the business planning process for the School and the Building in financial projections, recommendations and implementation
- Responsible for on-going review of the school's financial policies, to ensure compliance with relevant legislation
- Responsible for dealing with and/or oversight of all enquiries relating to financial and operational matters from parents, members of staff and suppliers to ensure a timely and appropriate response
- Processes applications for community-assisted places at the school and prepares documentation for the finance group to take necessary decisions
- Manages the EY and EHCP grant process in communication with Local Authority
- Company secretarial duties
- Attends meetings with trustees as requested and presents relevant financial and operational reports
- Adhoc projects, such as a review of the school deposit scheme and community-assisted places, as required

Non-Financial Responsibilities:

Manages and provides guidance to:

- facilities and premises management including school and grounds maintenance, health and safety, security, lettings, cleaning, catering, procurement of building supplies and management of consultants and contractors;
- the renovation of the school's Grade II* listed building
- some administrative functions including procurement of school supplies, school outings, and IT.

Other:

- communicates regularly with the Head Teacher to ensure smooth overall management of the school
- attends meetings with trustees as requested and presents relevant financial and operational reports
- seeks out and applies for any applicable grants and funding

- arranges weekly update meetings with the Administration & HR Manager, Premises and Facilities Manager
- monitors changes in relevant financial and school legislation to ensure timely compliance
- Monitors contracts for the school, tenders and agreements for the provision of supplies and support services in conjunction with the administration and facilities teams
- Investigates and approves ways of improving financial and operational efficiency, including the introduction, where appropriate, of improvements to the software and technology within budgetary constraints

Experience/Knowledge/Skills Required:

- Sound accountancy skills
- Strong numerical reasoning and organisational skills
- Analytical experience
- Experience in preparation of management accounts
- Financially and commercially astute
- Project management skills
- Experience of managing and leading a team
- Self-starter - ability to work autonomously and with minimal supervision
- Willingness to get involved and be part of the school community
- Advanced proficiency with SageLine 50 version 24
- Strong excel skills (Vlookups and pivot tables)
- Working knowledge of SIMS
- Right to work in the UK

Personal Characteristics

- Strong interpersonal and team skills
- Ability to prioritise workload and manage or oversee several tasks on a daily basis
- Excellent communicator. Strong oral and written communication skills with ability to communicate effectively and with empathy; including the ability to deal effectively with families in the school and those with non-financial backgrounds
- Good time management skills
- Strong leadership skills with ability to motivate staff and engender an industrious attitude
- Ability to demonstrate flexibility, self-motivation and professionalism
- Ability to work with integrity, resilience, self-motivation and initiative
- Able to work positively under pressure and meet deadlines
- Ability to demonstrate sound judgment and decision-making ability

This job description may be amended at any time in consultation with the post holder.

How to apply

Candidates wishing to apply should send the following:

- a cover letter detailing why they consider themselves suitable for the role
- a completed application form
- a CV outlining qualifications and experience

Please submit by email to hrgroup@stpaulssteinerschool.org

Notes

St Paul's Steiner School is committed to equality of opportunity.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The potential School Business Manager will need to have an up-to-date Enhanced Disclosure and Barring Service (DBS) check prior to taking up their post or role.

We encourage applications from individuals of any of the many BAME backgrounds.

Closing date for applications: 5th November 2020 Interviews: TBC