

## **JOB DESCRIPTION**

**POST TITLE:** School Business Officer  
**REPORTS TO:** CFO  
**RESPONSIBLE FOR:** Finance, Personnel, Health and Safety

The purpose of this role is to provide professional support for operations in the central function relating to finance, personnel and health and safety.

### **MAIN RESPONSIBILITIES AND TASKS**

#### **Finance**

- Support the CFO and trust business managers with the following tasks :
  - Month end
  - VAT reimbursements
  - Salary analysis
  - Budget monitoring
  - Collaborative contract procurement and management to ensure best value for money
  - Inter bank transfers between our schools
  - Third party payments
  - Preparation for audits
  - Preparation for trust board meetings
  - Preparation of accounts return data
  - Preparation for year end
  - Completion of school health checks
  - Completion of statutory returns
  - Asset management
  - Purchase order processing
  - Preparation of invoices for payment
- Management of the staff absence insurance contract for the trust schools

#### **Personnel**

- Administration of cycle to work scheme
- Administration of induction for staff, governor and trustee new starters
- Organisation of trust recruitment proformas
- Oversee recruitment and leaver process for staff, trustees and governors
- Oversee the administration of apprenticeship scheme including recruitment across the trust

#### **Health and Safety**

- Support the CFO and trust business managers with the following tasks :
  - DBE contract management
  - Third party H & S contract management
  - Preparation for trust board meetings
  - Check the checker at each school
  - Administration of IAC assets and tasks for each school
  - Analysing IAmCompliant dashboard data
  - Analysing WBC Accident data
  - Preparation for desktop audit
- Circulate WBC quarterly H & S newsletter
- Ensure trust guidance notes, standard operating procedures and risk assessments are kept up to date

#### **Policies**

- Manage the trust policy schedule by :
  - preparing policies for review by the CEO, CFO, HT and trustees
  - issuing policies
  - providing website compliance guidance

- circulating policies to staff via lamCompliant

### **Marketing and Communication**

- Oversee the trust website ensuring full compliance with the latest advice from one of our trust business managers

### **Miscellaneous**

- Manage the trust email account
- Handle phone calls and queries professionally and make sure they are passed to the correct person
- Maintain trust admin meeting action log
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the trust
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required
- All other duties commensurate with the duties/responsibilities/grade of the post.