

Job Description

Title of Post	Assistant Business Manager
Grade	Scale 6 (Points 18 - 22) pro rata to 30 hours per week, 52 weeks per year
Responsible to	Business Manager

A: Purpose of the Post

- To be responsible for the payroll for All Saints Catholic High School
- To be responsible for posting cash receipts to the Main School Fund
- To be responsible for bank reconciliations for the Main School Fund
- To gain an understanding of the overall working of the Finance Department to provide cover in times of staff absence
- To line manage the premises team and oversee the routine cleaning and maintenance operations
- To assist with the administration of schools parent apps (ParentPay and PS Comms)

B: Key Tasks to Achieve Outcomes

Payroll

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll and personnel records by entering changes each month and runs payroll for authorisation at the bank
- Manages payroll deductions, ensuring all are sent to the correct organisation in a timely manner each month along with supporting schedules
- Updates Teachers Pension Scheme (TPS) and South Yorkshire Pension Authority (SYPA) of any joiners, leavers or changes on a monthly basis
- Prepares the year end reports for HMRC, TPS and SYPA
- Prepares payroll reports for management purposes on a monthly basis
- Posts payroll journals and invoices to the finance system (SIMS FMS) on a monthly basis
- Monitors actual payroll costs against budget and analyses any differences
- Responds to reference requests for lettings or mortgage applications
- Assists with the preparation of the staffing budget
- Manages the auto-enrolment process
- Manages year end payroll processes
- Provides Peer Review for the primary school payrolls processed by the Senior Finance and Payroll Officer

Cash Receipts

- Posts income received directly (without invoice) to the correct cost centres on a monthly basis
- Monitors income against expectations and investigates any discrepancies

Bank Reconciliations

- Reviews the Main School Fund bank account each morning
- Posts any additional transactions as required to reconcile the bank to the ledgers on a daily basis

Understanding of the Finance Department

- Shadows the Finance Officer and Senior Finance & Payroll Officer in order to cover in the case of staff absence
- Gains a good working knowledge of the finance systems in order to post transactions and run reports for management in the absence of the Business Manager
- Completes other tasks requested from time to time that are commensurate with the role

Line Management of the Premises Team

- Responsible for the line management for the Premises Team including during school closure periods
- Oversees the day to day running of the Premises Team including cleaning and routine maintenance jobs
- Updates the Business Manager on a weekly basis of any non-urgent premises issues and informs the Business Manager immediately of any Health & Safety matters requiring attention
- Works with the Business Manager and the Resident Caretaker to plan a program of works for school closure periods and to ensure compliance with Facilities Management Legislation.

Parent Apps

- Assists with parental queries regarding their accounts
- Monitors the income on ParentPay and posts a summary journal each month end to transfer this onto the accounting system
- Prepares reports required for month end accounting
- Responsible for year-end processes
- Works with the ICT department to ensure ability to communicate with parents is maintained in times of ICT staff absence.

C: Indicators of performance**Payroll**

- Payroll run on time each month with payslips sent to staff on or before payday
- Deductions are paid over before the deadlines each month
- Management information is produced as requested

Cash Receipts

- Income due is received in a timely manner

Bank Reconciliations

- Bank reconciles to the ledger on a daily basis

Understanding of the Finance Department

- Works well in the department, picking up other tasks as required

Line Management of the Premises Team

- School Premises are clean and well maintained
- Premises Team are well managed and have appraisal targets
- Maintenance schedule is planned and well executed
- Compliance with Facilities management regulations

Parent Apps

- Parental engagement with the both apps is increased
- Leadership are able to send communications or update the apps as required.