



JOB TITLE	Hub Business Manager	JOB REF NO	
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## 1. BASIC JOB PURPOSE

To provide comprehensive financial and administrative support to the academies within the CWAC Hub of Schools within Our Lady Help of Christians Catholic Academy Trust. The post holder will work closely with the Trust Finance Manager and Central Finance team to ensure Trust processes and procedures are adhered to in line with the Trust Finance Policy and Academy Handbook.

## 2. MAIN RESPONSIBILITIES

1	Liaise with the schools to ensure that all the financial operations of each school are adhered to and are compliant with Trust processes. Ensure that accurate and timely financial information is available to the Trust, Headteachers and Local Governing Body. Work closely with the Trust Finance staff and each schools' administration staff to achieve financial stability in line with the Trust Finance Policy.
2	Prepare and submit the management account for each school in the hub on a monthly basis.
3	Be the first point of contact for all schools within the Hub for any day-to-day finance, health & safety, HR and procedural advice.
4	To work with the internal and external auditors on a regular basis, ensuring the requested data is provided in a timely manner.
5	In conjunction with the Trust and Headteacher set an annual school budget and recovery plan, if required, for each school within the Hub. This includes the monitoring and reviewing of contracts to ensure best value, overseeing all expenditure and budgets for each school.
6	Assist the academies within the Hub with the preparation of information for publications and returns to the DfE, LA and other stakeholders within statutory guidelines.
7	Assist in the training of school administrative and support staff in relation to the financial operations of the school to ensure the efficiency of all finance procedures and processes.
8	In conjunction with the Schools Administrative staff ensure the successful management of all maintenance, cleaning, refurbishment, health & safety and security contracts within each school. Including assisting with the implementation of any improvement plans, new ways of working and revenue generation.
9	Where required attend Local Governing Board meetings to present an update on the financial position of each school, liaising with the Clerk and Governors as appropriate.



## Our Lady Help of Christians Catholic Academy Trust

Providing an inspirational, outstanding Catholic education for all the children and young people in our schools.

10	To be the Trust representative within the Hub area. Working in conjunction with the Trust Finance Manager to ensure that all Trust updates and messages are shared in a timely manner across all schools.
11	To work with the Trust Finance Manager to actively monitor and control performance across all academies within the Hub to achieve value for money.
12	To attend monthly meetings with the Trust Finance Manager.
13	To raise sales invoices for all academies within the Hub and assist with the management of debtors.
14	To administer the reconciliation of all Hub credit cards each month.
15	To work with all schools to ensure that strategies are in place to minimise the environmental and ecological impact of the school and its operations.

Notwithstanding the detail in this job description, in accordance with the School's/Trusts Flexibility Policy and contract, the job holder will undertake such work as may be determined by the Headteacher/Governing Body/Trust from time to time, up to or at a level consistent with the Main Responsibilities of the job.