

Trust Business Manager Recruitment Pack



MAT EXCELLENCE
AWARDS

WINNER 2025



Civic partnership of the year

Presented by  OPTIMUS EDUCATION



MAT EXCELLENCE
AWARDS

WINNER 2024



Wellbeing trust of the year

Presented by  OPTIMUS EDUCATION

About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

 **Structure & Stability**

 **Expertise**

 **Positivity**

 **Relationships & Communication**

 **Place**

 **Time Well Spent**



Sarah Orves, Director of Wellbeing

"Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting"

  **Complete**
  **Human**
  **Strategy**
The ASSET way to wellbeing



ASSET
Education 

Trust Business Manager

Grade 5

Overview

This is a senior level post supporting up to three of our schools directly as well as some limited central support. The role requires a good knowledge of organisation policies and procedures and will include ad hoc duties requiring initiative.

The post holder will be expected to respond to unanticipated problems and situations, exchange complicated or sensitive information orally or in writing with a range of audiences and demonstrate sensitivity and tact in contentious situations.

The post holder will organise their own workload and may have responsibility for the supervision and training of other employees.

Roles and Responsibilities

Examples of the role and responsibility of a similar level may be undertaken and are not excluded simply because they are not itemised

Finance

- Preparing the 3-year budget plan in conjunction with the head teacher or senior leadership.
- Producing monthly management reports and other financial information as required by the school.
- Ensuring trust financial deadlines are met.
- Monitoring budgets to ensure that schools do not overspend.
- Reviewing staff costs and producing staffing scenarios
- Ensuring compliance with trust procedures.
- Entering transactions onto the finance system and overwriting transactions entered by supporting staff.
- Acting as authorising officer for financial documentation in line with the record of financial responsibility.
- Participating in trust business manager meetings.
- Preparing information for and attending meetings with the local finance governor.
- Liaising regularly with the Headteacher of the school and the CFRO to keep all relevant stakeholders involved of financial performance.

HR and Payroll

- Support schools in processing staff contract changes and maintaining an up to date database of staff contracts and costs.
- Supporting schools with the payroll documentation including but not limited to pre-payroll, payroll reconciliation and year-end increments.

Roles and responsibilities continued...

Administration

- Overseeing ordering procedures and purchasing of supplies
- Promoting and authorising external lettings of the schools premises.
- Overseeing the administrative procedures relating to school meals, clubs etc.
- Keeping operating procedures under review to identify areas of potential development and/or improvement and make recommendations.
- Ensuring that all administrative activities are carried out in accordance with trust policies and procedures.
- Supporting the Headteacher as required including maintaining confidential records.

Premises Management

- Supporting the school with budgets and reconciliations of costs relating to estates.
- Liaising regularly with the site manager or equivalent at the school to understand the estates needs of the school.

Trust Responsibility

The post will include some trust level activities which may include but will not be limited to:

- Processing of invoices/credit notes and income.
- Weekly BACS runs.
- Monitoring the trust inbox.
- Monitoring schools compliance with financial procedures.
- Reconciliations as needed.
- Forecasting including cashflow.
- Adding new suppliers and customers for all trust schools.
- High level monitoring of school activities such as management reports and reconciliations.
- Providing regular feedback to the Chief Finance and Resources Officer.

Additional Aspects

The post holder:

- May cover a range of tasks, which are relatively complex where good levels of literacy and numeracy skills are required.
- Will be required to demonstrate good IT skills and flexibility in learning new systems. The trust currently uses Hoge 100 as the finance system, Access for budgeting, Arbor for MIS and Every for HR and Payroll.
- Will be expected to manage their own workload within the requirements of the job and the hours of their contract.
- Would be expected to solve varied problems or develop solutions.
- Must be able to demonstrate sensitivity and tact in contentious situations.
- Must be willing to travel as required.

An understanding of academy finance and experience of working in a school environment would be beneficial.

Person Specification

Person Profile	Essential	Desirable
5 GCSE grade C and above including Mathematics and English or equivalent	✓	
Relevant qualification such as NVQ4, AAT, HNC/D or degree, or equivalent knowledge.		✓
Experience in an administrative and/ or financial environment	✓	
Ability to prepare a range of financial information, understand organisational and financial procedures and the ability to analyse, monitor, evaluate and make recommendations on financial information	✓	
Practical experience of using a computerised financial accounting systems	✓	
Ability to manage own workload and oversee work performed by team members	✓	
Knowledge of a range of school procedures, e.g. financial management, Human Resources and health and safety	✓	
Experience of Hoge 100 or Access software		✓
Good written and verbal communication skills	✓	
A flexible and reliable approach	✓	
Ability to learn quickly and share knowledge	✓	
Experience of working in a school or academy		✓
Ability to travel throughout Suffolk	✓	
A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. A DBS check will be undertaken for the successful candidate	✓	

Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.