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## JOB DESCRIPTION

### JOB TITLE

Finance & Operations Manager  
NJC Scale 11A – currently £35,745pa

### LOCATION

Energy Coast UTC, Blackwood Road, Lillyhall

### HOURS OF WORK

38 hours per week, full time, full year. Part-time and hybrid working during school holidays will be considered

### RESPONSIBLE TO

Business Director

### Overall Purpose of Job

- To provide accounting support to the Business Director, Principal and Trustees in maintaining the financial systems of the UTC
- To organise effective administrative and financial systems required by the UTC, and ensure compliance with the requirements of the ESFA and auditors
- To lead and line manage the Facilities, Catering, Cleaning and Site Contractors.
- Be responsible for all UTC event and external hire of facilities.
- Be responsible for the Health & Safety within the UTC and maintain the Risk Register

### Finance

- Prepare monthly management reports, analysing variances
- Prepare monthly/year end accruals and prepayments
- Prepare monthly payroll and pensions, reports, processing timesheets, absences and amendments within deadlines
- Process invoices (including logging and obtaining authorisation) prepare payment runs
- Perform necessary financial reconciliations
- Prepare monthly VAT returns
- Reconcile monthly payroll report with payroll provider and process payroll transactions on finance system
- Manage bank accounts and monitor and report on cash flow
- Manage and reconcile petty cash and credit card spending
- Monitor, report and where possible maximise, income streams into the UTC
- In conjunction with the Business Director and Principal, assist in preparation of budgets
- Support the Business Director in preparing annual returns and budget outturn forecasts
- Organise and maintain finance filing system archives as per regulatory requirements
- Support the Business Director in ensuring the Financial Handbook and associated financial procedures are reviewed on an annual basis
- Liaise with and assist Auditors for year-end external audit and periodic internal audits
- Maintain the fixed asset register and calculate depreciation.
- In conjunction with the Business Director, maintain and review a register of UTC supplier contracts
- Deal with financial queries from suppliers, debtors and UTC staff
- Provide ad-hoc financial reporting as required by the Business Director

## Operations

- Liaison with the UTC's catering manager, cleaning manager and any site contractors.
- Responsibility for overseeing the UTC's catering SLA.
- Monitor the UTC's food offering to ensure it complies with the 'Healthy Schools Initiative'.

## UTC Support Staff

- Line manage the UTCs Facilities Team, Catering Team and Cleaning Team.
- Motivate and develop teamwork and good practice within the above-mentioned teams in order to achieve first rate standards of service delivery.
- Review diary of events and work with the administration team to ensure adequate support is available.
- In conjunction with the SLT plan and co-ordinate the UTC transport plan.

## Health & Safety / Risk Register

- Health & Safety / Risk Register Maintain and develop the UTC's risk register collating the risks present within given areas of the school together with the risk control measures in place to manage these.
- Co-ordinate the external hiring of facilities for events at the UTC ensuring compliance with Health & Safety.

## Support for Staff

- To be responsible for the creation and maintenance of a purposeful, healthy, safe, orderly and productive working environment.
- To be responsible for timely and accurate preparation of equipment/resources/material as required.
- To assist in the planning, development and organisation of systems/procedures/ policies.
- To maintain relevant records of resources.
- To provide advice and support on health and safety issues to teaching and technical staff.

## Support for the School

- To be responsible for the management of stock levels, including management of a budget and regular audit of resources.
- To oversee risk assessments for technical activities.
- To keep up to date with health and safety requirements (for example, attending courses, reading publications, etc).
- To undertake the lead role within the department on both routine and non- routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

## Other Specific Duties

- To continue personal professional development as required.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To attend staff and other meetings and participate in staff training and development events as required.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety
- To actively engage in the performance review process.

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- To set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
  - To understand the safeguarding requirements of the UTC and ensure compliance with the policy.
  - To perform other appropriate duties as and when required.

The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the HoS/CEO, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.