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**SCHOOL INFORMATION**

Assumption Grammar School is a Catholic voluntary grammar school for girls founded in 1933 by the Missionary Sisters of the Assumption. In September 2009, Assumption Grammar became a Specialist School for Music with Physical Education. Pupil enrolment is 910.

The school offers a full range of state-of-the-art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the Missionary Sisters of the Assumption.

The whole staff and community work as one team which embraces the school’s “Fully Alive” ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and support, is expected to be guided by this in all dealings with the pupils.

**JOB DESCRIPTION**

JOB TITLE: Finance & Estates Manager

RESPONSIBLE TO: Director of Corporate Services

 Principal, Board of Governors and relevant Sub-Committees

GRADE: Senior Principal Officer

SALARY SCALE: NJC Points 49-52 (£58,998-£62,158)

 NILGOSC Pension Scheme

STATUS: Full-time position, 8.30 am-4.30 pm Monday-Friday

 28 days leave per annum plus 12 statutory bank and public holidays

JOB PURPOSE: The key purpose of this role is the management, development and maintenance of the school’s finance systems and estates functions including ICT and catering functions. This post will ensure the appropriate compliance with financial systems including planning, forecasting, reporting of accounts and administration functions to ensure that the school operates efficiently, effectively and economically in compliance with all applicable legislation and relevant guidance and regulations.

 The post holder shall develop and maintain the financial reporting frameworks, management information systems, and internal control procedures required to facilitate effective decision making and enable the Board of Governors to mitigate risk and fulfil their obligations in respect of the good governance of the school.

RESPONSIBLE FOR: The management of all Finance and Estates Staff

**The postholder will be a member of the Leadership Team and assume all responsibilities associated with this senior position.**

**MAIN DUTIES AND RESPONSIBILITIES**

**FINANCE**

In conjunction with the Director of Corporate Services, the Finance and Estates Manager will:

* Contribute to the development of a financial strategy that supports the implementation of the School Development Plan, strengthens the financial performance and position of the school, and helps to ensure the long-term financial viability and sustainability of the school.
* Prepare accounts, budget forecasts and salaries to ensure the school’s financial and other resources are effectively managed.
* Prepare the statutory accounts of the school for each financial year in accordance with applicable laws, regulations and accounting standards.
* Co-ordinate the provision of information to both the Internal and External Auditor and to address any findings or recommendations for improvement made.
* Liaise with and attend meetings of the Audit and Risk Sub-Committee as and when required.
* Carry out periodic reviews of actual departmental expenditure with individual budget holders. Maintain a robust framework of budgetary control that provides proper accountability and supports the control of expenditure and the maximisation of revenue.
* Carry out a detailed review of the monthly management accounts, analyse and investigate any significant variances from budget and prior year, report any significant issues to the Director of Corporate Services, and take corrective action as and when appropriate.
* Manage the school’s catering operation and performance. To work with the Catering Manager/Supervisor to ensure the effective and efficient day to day management of the canteen.
* Manage the administration of Free School Meals to include all returns and projections to the Education Authority and Department of Education.
* Prepare all Returns and requests for information required by the Department of Education, Education Authority or other external bodies.
* Manage the procurement of all goods and services, ensuring compliance with the financial Memorandum and Department of Finance NI Public procurement Policy.
* Ensure that effective treasury management arrangements are in place for the management of cash surpluses to maximise investment income opportunities.
* Assist the Director of Corporate Services in the management of the school’s Risk Assurance processes, which includes the Risk Register, and liaising with auditors.
* Develop and manage the preparation of school policies and procedures on finance and resources and monitoring their compliance. Ensure that financial policies, processes, procedures, and controls are applied consistently and documented properly within an up-to-date Financial Procedures Manual.
* Contribute to the preparation and submission of funding applications to both public sector bodies and private sector organisations as required and ensure compliance with any funding conditions.
* Carry out specified project work under the guidance of senior leadership to support the school’s strategic plans.
* Develop and maintain good working relationships with internal and external stakeholders.

**ESTATES, ICT AND CATERING**

In conjunction with the Director of Corporate Services, the Finance and Estates Manager will:

* Manage the day-to-day operations of the Estates staff within the school.
* Oversee the general maintenance of the school buildings and any new construction, structural alterations, and external and internal repairs and to ensure the maintenance and efficiency of the installations and plant for electric supply, heating, domestic hot water, cooking, water-softening etc.
* Ensure that the school always has adequate insurance cover to include employer’s liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover.
* Liaise with insurers, solicitors and other relevant bodies on all claims matters.
* Oversee the operational management of the school’s cleaning contract.
* Assist in the management of the school’s Health and Safety Policy, ensuring compliance with all health and safety requirements and ensure the installation and maintenance of equipment for protection against and escape from fire.
* Assist in providing guidance to the Senior Leadership Team on Health and Safety Regulations and ensuring that the school’s building and grounds meet the requirements of the regulations.
* Oversee the updating and maintaining of the school’s Fixed Asset Register.
* Assist in the co-ordination of the evaluation and assessment of any enquiries submitted by third parties for the hire of school facilities and process any subsequent bookings in accordance with the policies and procedures of the school, health and safety and insurance requirements.

**PEOPLE MANAGEMENT**

* Be responsible for the day-to-day management of the Finance, Estates, ICT and Canteen staff line with the school’s policies and procedures including carrying out performance reviews and attendance, support for induction and training of staff as required.
* Assist the Director of Corporate Services and HR Manager to ensure the compliance with all statutory legislation in relation to Health & Safety, Data Protection and Freedom of Information in line with the school’s policies and procedures

**GENERAL**

* Attend and participate in meetings in school and/or involving external agencies, other schools and organisations as required.
* Be willing to represent and promote the school both internally and externally.
* Participate in training offered by the school that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).
* Carry out any other duties as appropriate to the post as may be considered necessary for the proper functioning of the school and any other related duties or responsibilities requested by the Principal and Director of Corporate Services from time to time.

*This job description is intended to provide a broad outline of responsibilities and is not intended to be exhaustive. It may be subject to ongoing review and refinement to ensure the school’s ability to meet evolving needs.*

*June 2025*