



## **Business & Operations Manager**

**Would you like to be able to use your exceptional business and operational skills in a varied and dynamic environment?**

**Are you keen to support the work of the Church of England in education?**

Derby's Diocesan Board of Education (DBE) has a very exciting senior role in its small forward-looking team. Through the Director and officer team, the DBE works to support schools and the church to enable the delivery of distinctive and excellent church school education; all within the context of the ever-changing educational landscape and the diocesan mission to young people.

We are looking for a Business & Operations Manager to lead the business and operational functions of the DBE and facilitate the team's work to support schools and parishes, meeting the Board's charitable and strategic aims.

### **Purpose of the Job**

To develop and provide a comprehensive business and operations service to Derby Diocesan Board of Education (DBE).

### **Scope of the Job**

The Business & Operations Manager has responsibility for a range of activities including finance, property, trust & land matters, compliance, governance, HR and health & safety.

Answerable to the DBE's Board of trustees, the Business & Operations Manager will work together with the Diocesan Director of Education to ensure that resources are managed efficiently and in line with probity, thereby supporting the DBE as it seeks to achieve its strategic aims.

### **Internal**

The post holder will report to the Diocesan Director of Education (DDE).

### **External**

The post holder will be expected to liaise with schools, governors, clergy, local and national agencies and other departmental staff within the Diocese of Derby. Additionally, the post holder will engage with a variety of expert partners / third parties to fulfil the responsibilities and objectives of the role.

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## **Main Responsibilities**

### ***Financial Administration***

- Lead the day-to-day financial administration of the DBE, working with the external accountant, to ensure income and expenses are appropriately applied, tracked and reported
- Undertake basic bookkeeping, including the processing of purchase and sales invoices
- Oversee financial processes and controls
- Manage the financial planning & analysis cycle integrating the quarterly management accounts, budgets and forecasts
- Ensure the effective operation of the DBE's financial control procedures addressing and reporting any issues on a timely basis
- Prepare financial information for reporting as required
- Work with the DDE to manage the annual report along with the accountant and auditors and prepare annual statutory accounts
- Maintain communication with professional advisors and organisations such as accountants, payroll, auditors and investment managers
- Ensure excellent value for money across all contracts and suppliers
- Ensure DBE financial deadlines are met
- Source and apply for grants, seeking opportunity for income generation wherever possible

Work with the DDE to:

- Prepare a realistic and balanced annual budget
- Manage the agreed budget to monitor and control performance to achieve value for money
- Identify, report and explain any significant financial variances and identify solutions to resolve any underlying issues
- To prepare a capital works budget plan in conjunction with the retained diocesan surveyors; monitor expenditure against plan

### ***Operations Management***

- Lead on all land, property and trust matters dealing with (but not limited to) private rentals, local authority rentals, vacant sites, insurance, utilities, security etc
- Maintain positive working relationships with expert third parties involved in land property and trust matters including solicitors, property consultants, surveyors, security companies, estate agents etc
- Work with diocesan surveyors in managing and administering the annual capital works programme across the voluntary aided school estate
- Lead on initiatives across the school network supporting the Church of England's net zero carbon routemap
- Prepare, monitor and update the DBE's Risk Register for approval by the Board
- Periodically review and update key policy documents for approval including The Finance Manual and the investment and reserves policies.
- Liaise with HR advisors to ensure policies are up to date and promoting best practice
- Lead the DBE's health and safety policies and practices, ensuring legal compliance, in line with DBE ethos and their successful implementation
- Responsible for management of key contracts and suppliers, including H&S, insurance, legal services, property services and the Employee Assistance Programme
- Support officer team's working environment at Church House and provide support for remote working, ensuring staff have an enjoyable working environment, are equipped with necessary resources for effective working, and their wellbeing is supported

- Review and develop internal systems and processes to drive operational effectiveness, documenting where required
- Manage the appeals service, providing high quality support for schools and parents/carers
- Work with officer team to prepare agendas for DBE meetings, ensuring papers are accurately prepared and distributed on time

### **Governance**

- Maintain up-to-date knowledge of Companies House, Charity Commission and other relevant legislative requirements to ensure DBE remains compliant and upholds best practice
- Develop and maintain organisational calendar of key internal and external cycles, filing and other deadlines
- File accounts and maintain up to date records and statutory submissions with Charity Commission & Companies House and others as relevant

### **Other Responsibilities**

- Comply with all policies, procedures, legal and regulatory requirements
- Flexible to work additional/out of hours as necessary to fulfil the requirements of the role and meet business needs
- Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment
- Any other duties commensurate with the accountabilities of the post.

The post holder is required to apply for an Enhanced Disclosure check.

## Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management or equivalent relevant qualification with a financial element</li> </ul>
<b>Knowledge, experience and skills</b>	<ul style="list-style-type: none"> <li>• Business management experience</li> <li>• Competent user of Microsoft 365, particularly Excel</li> <li>• Experienced user of SharePoint</li> <li>• Able to analyse data</li> <li>• Experience of producing clear and accurate statistics, information and reports</li> <li>• Experience of managing and working with third parties</li> <li>• Working knowledge of HR and Health &amp; Safety practices</li> <li>• Understanding of procurement and contracts</li> <li>• Understanding of remote working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience in the submission of bids securing funding in the charity sector</li> <li>• Proven high level of negotiating skills</li> <li>• Able to interpret legislation and regulations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills at all levels</li> <li>• The ability to deal with confidential matters sensitively and with integrity</li> <li>• Willingness to work closely as part of a small, dedicated team</li> <li>• Proven ability to work alone and in a remote environment</li> <li>• Ability to respond calmly and positively work under pressure to agreed deadlines and adapt to change</li> <li>• Commitment to the aims and objectives of the DBE, Derby Diocese and the Church of England</li> <li>• Be adaptable and creative to continuously develop ways of working and prepared to juggle competing priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Can prioritise and communicate effectively with little to no guidance</li> <li>• Drive and initiative to take on new and different projects and tasks as they come up</li> <li>• Work effectively with a range of personalities</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice</li> </ul>	

	<ul style="list-style-type: none"><li>• Willing and able to deal with and work with DBE team, internal staff and external agencies as well as others from a variety of backgrounds</li></ul>	
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**Other Information**

Employing body: Derby Diocesan Board of Education, based at Church House, Full Street, Derby, Derbyshire, DE1 3DR.

This is a hybrid working arrangement so the successful candidate must have the facilities to work remotely however attendance at the office will be a necessity, as and when required to do so.

Probationary period: 6 months