



EduExec Recruitment  
Limited

**EER70**  
School Business Manager  
East London  
£45,000  
Immediate

### **Curriculum Vitae**

**Nationality:** British

**Qualifications:**

'O' Levels in the following: Mathematics, English  
Language, Economics, Technical Drawing, History And Applied Computing  
CSE Grade 1 in Technical Drawing and Typewriting

**Further Education:**

**Qualifications:** AAT Beginner and Intermediate

**Qualifications:** Level 4 Diploma in School Business Management

### **Work Experience**

**September 2024 to August 2025 – Large School London**

*Position: School Business Manager*

I line manage five members of the admin team.

My duties Include:

- Processing all invoices for accounts payable
- Weekly bank reconciliations and submitting monthly reports
- Production of lettings invoices
- Dealing with supplier, client and staff queries
- Monthly management reporting for school
- Preparation of annual budgets for both staff and curriculum budgets for school
- Preparation of three year budgets for cash projection reports
- Analysing budget to see where savings can be made
- Preparation and reconciliation of payroll for all staff and liaising with payroll provider
- Ensuring all funding received is correct and liaising the local authority regarding new and incorrect funding
- Preparing year-end accounts for auditors, liaising with the auditors during their visits, and finalising the annual accounts.
- VAT returns
- Preparing contracts for new starters and existing staff and liaising with HR for all staffing contracts and issues



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### **January 2014 to December 2024 – Multi Academy Trust**

*Position: Finance Manager*

*Positon Finance Officer*

I managed three members of staff within the finance team, while also managing my own finance workload. In my nine years at the school / trust I have deputised as the School Business manager for eighteen months when the previous incumbent left their role due to illness.

My duties include:-

- Overseeing both the purchase ledger and sales ledger officers and covering their roles during the school holidays
- Liaising with other schools within the trust and troubleshooting any issues
- Weekly bank reconciliations
- Production of invoicing for Trust
- Dealing with supplier, client and staff queries
- Monthly management reporting for school and academy trust
- Preparation of annual budgets for both staff and curriculum budgets for school and trust
- Preparation and reconciliation of payroll for all staff, liaising with payroll provider and pension providers
- Cash flow reports
- Preparing year-end accounts for auditors, liaising with the auditors during their visits, and finalising the annual accounts.
- VAT returns
- Checking of the payroll for all the schools within the Trust.
- Checking of updated contract information for staff to the payroll provider

### **December 2012 to January 2014 – Financial Services Group**

*Position: Senior Associate*

I reconciled the daily trading activity of a major European Client. I mentored two members of staff in their daily tasks. I posted, analysed and reconciled client FX transactions. I completed the daily Client Money calculations for all bank accounts, which is monitored both by the FSA and the Bank of Ireland. Investigate and resolve any daily client queries. I problem solved any issues arising from new procedures as this department only became 'live' in June 2012 and is was an ongoing process. This involved with liaising with the client and other departments within IFDS. I completed month end reports and liaised with the client on any accounting issues they may have had.

### **December 2011 to December 2012 – London Borough**

*Position: Contract Finance Assistant*

- Managed the processing of all supplier invoices and reconciled company bank accounts to ensure accurate financial records.
- Prepared and issued invoices to third parties, maintaining timely and accurate billing.
- Reconciled balance sheet accounts monthly and prepared accruals for agency staff and departmental costs to support the accounting team.
- Assisted in the preparation of VAT return schedules, ensuring compliance with regulatory requirements.



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- Contributed to the preparation of year-end accounts and accruals, liaising effectively with both internal and external auditors during the year-end audit process.

### **November 2003 to November 2011 – Financial Services Group**

*Position: Accounts Payable Officer*

As a key member of the finance department, I controlled the processing and account allocation of supplier invoices, overseeing the work of two junior members of the department. I also checked and verified all expense claim payments, and still did so when required. I made daily foreign payments for non-UK suppliers and initiate FX trades for foreign currency payments when applicable. I liaised with both the business and suppliers on invoices that were outstanding so that any issues were dealt with quickly and to the satisfaction of both parties. I also prepared and submitted all recharge invoices to non-UK branches and liaise with the branches on invoices that remain outstanding. I reconciled the departmental bank accounts investigating any unknown amounts and also reconciled the departmental suspense accounts and liaised with the business on outstanding issues. I prepared and submitted a monthly variance report relating to the monthly expenses to the business so that each department could reconcile their costs against their budgets. This report was also used to create the monthly accruals and prepayments report. I was instrumental in the testing and implementation of the new accounts payable system and was involved the introduction of a new contractor and temporary staff payment system of which I was responsible for all payments and reconciliation.

### **Key Skills and Attributes**

- Excellent communication skills (verbal and written)
- Good numerical skills
- Strong Finance background
- IT Literate (Excel/Oracle/Access Accounts/Sun/EBS/RIMMS)
- Able to adapt and learn new skills
- Enthusiastic team member, with good social skills
- Well organised
- Able to work under pressure with an efficient, analytical and logical mind
- Able to absorb information and write reports
- Received two in-house Awards of Excellence for my involvement in two major projects
- A good listener and fair minded

### **Personal Profile and Interests**

I am a self-motivated and friendly individual who works well under pressure, is confident and outgoing with excellent communication and interpersonal skills. I work well as an individual and as a member of a team.

In my spare time I enjoy reading, walking our border collie, black and white movies and creative needlework. I also enjoy socialising with my friends at weekends.