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# JOB DESCRIPTION

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| Job Title | Business Manager**(Fixed Term)** |
| Salary  | £35,787 - £43,758  |
| Actual Starting Salary | £35,787 (Spine point 1) |
| Duration | 12 months (with the potential to extend) |
| Location | Home Working with regular travel across Wales |
| Work pattern | Full-time (37 hours) |
| Closing Date | 12th December 2024 |
| Interview Date | 17th December 2024 |
| Start Date | January 2025 |

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| Purpose of Post |
| The National Academy for Educational Leadership was established in 2018. As a sponsored public body at arms-length from the Welsh Government, its primary role is to fulfil its responsibilities set within the context of the Welsh Government’s strategic aims.Its main purpose is to:* Contribute to the development of the professional capabilities of current and aspiring leaders across the education system by providing coherence and quality assurance for the range of educational leadership development opportunities available in Wales
* Act as a thought leader; developing, articulating and implementing a vision and strategy for educational leadership in Wales
* To be a respected and active member of the education middle tier, the first point of contact for the educational workforce in regard to leadership matters

The role of the Business Manager will be to support the Chief Executive and Chair of the Board in the day to day running of the organisation, maintaining its excellent relationship with key stakeholders from across the educational sector and the Welsh Government.The Business Manager will be a fixed term appointment for 12 months. There is the potential for this role to become permanent after this initial term. This post will report to the Chief Executive of the Leadership Academy.  |
| Key Tasks / Prif Dasgau |
| * Support the Chief Executive and Board members in the running of the Leadership Academy as a company limited by guarantee
* Ensure the effective running of the Leadership Academy’s operational function, including financial planning and reporting; human resources; ICT; and equipment (accessing external advice and support as required)
* Prepare an annual budget for the organisation
* Liaise with Audit Wales to support the annual external audit of the financial statements
* Monitor spend against budget, updating documentation and preparing reports on a regular basis
* Create progress and monitoring reports against activity for the Chief Executive, Board of Directors and the Welsh Government
* Support the Chair and Chief Executive in achieving corporate compliance, managing the internal and external audit function
* Support and coordinate the work of the Board and its sub-committees
* Provide operational support to the Directors and Chief Executive
* Support internal organisational communication between team members and key stakeholders
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| **Key skills** |
| * Possess a degree in a relevant subject or have equivalent work experience
* Ability to work on own initiative with strong multitasking capabilities
* Exceptional planning and organisational skills with ability to work to tight deadlines and prioritise tasks effectively
* Strong interpersonal skills and the ability to communicate clearly with a range of different stakeholders
* Excellent ICT skills with the ability to work across a range of ICT software including Microsoft Office and digital accountancy software
* Excellent written communication skills with proven experience in a variety of written forms including policy documents, web content, correspondence and business cases.
* Excellent attention to detail is essential
* Flexible and adaptable
* Thorough and methodical approach to work
* Self-motivation and ability to work without high levels of supervision
* Experience of working in a Welsh Government Sponsored Body is highly desirable
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| Welsh Language Requirements  |
| Desirable  |