

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Finance Manager</b>	<b>Date Finalised</b>	24 April 2026
<b>Contract</b>	Permanent		
<b>Hours</b>	37 hours per week Working weeks per annum to be discussed during the selection process		
<b>Grade</b>	F1 – F5 depending on experience		
<b>Salary</b>	FTE £40,643 - £45,077 per annum depending experience		
<b>Teaching/non-teaching:</b>	Non-Teaching		
<b>Team:</b>	Finance		
<b>Department:</b>	Business Support		
<b>Reports to:</b>	School Business Manager		
<b>Job Summary/Purpose</b>			
<p>The Finance Manager supports the School Business Manager and manages the day-to-day financial operations of the school, ensuring accurate processing, reporting, control of budgets and procurement while maintaining compliance and value for money.</p>			
<b>Key Responsibilities</b>			
<p><b>Financial Management, Reporting &amp; Support to the Business Manager</b></p> <ul style="list-style-type: none"> <li>• Support the School Business Manager in the development, monitoring, and review of the annual school budget, ensuring accuracy and alignment with the School Improvement Plan.</li> <li>• Produce timely and accurate management accounts, budget monitoring reports, and variance analysis to support the SBM in advising the Headteacher and Governors.</li> <li>• Maintain detailed financial forecasts and projections to inform strategic planning and decision-making led by the SBM.</li> <li>• Assist the SBM with the preparation of financial reports and papers for Governing Body, Finance Committee, or Trust meetings, ensuring information is clear, accessible, and compliant.</li> <li>• Ensure all financial data is accurate, up to date, and compliant with relevant financial regulations, supporting the SBM in meeting statutory and audit requirements.</li> <li>• Act as a professional finance adviser to the SBM on day-to-day financial matters, highlighting risks, opportunities, and areas requiring action.</li> <li>• Support the SBM during internal and external audits by preparing schedules, documentation, and financial evidence.</li> <li>• Deputise for the SBM in financial matters where appropriate, ensuring continuity of financial oversight and reporting.</li> </ul>			

### **Accounting & Financial Control**

- Ensure accurate processing of all financial transactions, including purchase ledger, sales ledger, payroll reconciliation.
- Maintain strong internal financial controls and ensure compliance with the Local Authority financial regulations.
- Oversee asset registers and compliance with audit requirements.
- Prepare financial returns, claims, and reports required by external bodies (e.g. ESFA, LA, auditors).

### **Procurement & Value for Money**

- Manage procurement processes in line with financial regulations and best value principles.
- Negotiate with suppliers and manage contracts to ensure cost-effective service delivery.
- Advise staff on purchasing procedures and budget responsibility.

### **Payroll & Staffing Costs**

- Work closely with HR to ensure accurate payroll processing.
- Monitor staffing costs, including agency spend, and support workforce planning.
- Provide support for financial modelling or curriculum changes.

### **Leadership & Line Management**

- Line manages Finance Assistant, providing training, support, and performance management.
- Support the development of finance staff to adapt to new systems, technologies, and ways of working
- Foster a culture of financial accountability across the school.

### **Audit, Compliance & Risk**

- Act as the key contact for internal and external auditors.
- Ensure compliance with safeguarding of public funds and financial probity.
- Support risk management by identifying financial risks and proposing mitigations.

### **Other relationships within the school i.e. which parts of the school will this role work closely with?**

- Business Support Team
- Head of Department
- Teaching Staff

### **External relationships i.e. which external stakeholders will this role work closely with?**

- Outside suppliers to the school
- Parents

**Skills**

- High level of numerical accuracy and attention to detail.
- Ability to communicate complex financial information clearly to non-finance staff.
- Strong IT and digital skills, including finance systems, Excel, and data analysis tools.
- Strong organisational and planning skills
- Proactive approach to problem-solving.
- Ability to build, influence and manage stakeholder relationships at all levels
- Ability to work under pressure. to prioritise workload
- Resilience

**Experience & Knowledge****Essential**

- Significant experience in financial management, preferably within education or the public sector.
- Strong understanding of budgeting, forecasting, and financial controls.
- Experience preparing financial reports for senior leadership teams

**Preferred**

- Line Management experience

***Calthorpe Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

