



JOB DESCRIPTION

Finance Manager

February 2026

Title of post:	Finance Manager
Salary:	Pass Scale 9, SCP 30-33 (£40,777-£44,075)
Contract:	35 Hours per week, Full Time <i>The salary quoted is the full-time, full-year equivalent. The school is open to considering flexible working arrangements, including term-time only (pro-rata) or annualised hours contracts (such as 40 hours + 2 weeks), subject to agreement.</i>
Responsible to:	Headteacher Business Manager
Line management:	Finance Assistant

Purpose

The Finance Manager is accountable for the accuracy and timeliness of the school's financial operations and reporting.

The role leads the day-to-day management of income, expenditure, payroll and procurement, ensuring compliance with Local Authority regulations and maintaining effective financial controls.

Working closely with the Business Manager, the postholder will ensure the finance function operates efficiently and transparently, providing leaders with the information they need to make sound decisions.

The school is currently transitioning from FMS to Bromcom Finance. The postholder will lead the embedding of the new system, ensuring data integrity, improved reporting and well-managed processes throughout the change.

Key Responsibilities

Financial Control and Compliance

- Lead all financial operations in accordance with Local Authority regulations and internal financial procedures
- Maintain a robust system of internal controls and ensure audit readiness
- Reconcile bank accounts and monitor cash flow
- Oversee BACS payments and authorised financial transactions
- Manage income collection and implement debt recovery procedures
- Prepare for year-end close in line with Local Authority requirements
- Support internal and external audit processes

Budget Monitoring and Reporting

- Prepare the annual budget model and supporting documentation for review
- Produce accurate monthly management reports
- Monitor departmental budgets and provide clear variance analysis
- Identify financial risks or emerging pressures and report promptly
- Provide accessible financial information to budget holders
- Conduct structured termly financial review meetings with key budget holders, including Catering, Site, SEN, Exams and Library
- Review performance, forecast pressures and ensure budget accountability following each review
- Ensure all statutory and Local Authority financial returns are completed accurately and submitted within required deadlines

Payroll Oversight

- Oversee payroll processes including new starters, leavers, contract variations and overtime
- Ensure payroll submissions are accurate and timely
- Reconcile payroll to budget on a monthly basis
- Investigate and resolve discrepancies
- Liaise with HR and payroll providers as required

Procurement and Contracts

- Enforce the school's purchasing policy and ensure best value principles
- Oversee ordering, invoicing and payment processes
- Support contract monitoring and renewal schedules
- Maintain clear procurement documentation



Income and Commercial Activity

- Oversee financial arrangements relating to lettings and other income streams
- Raise invoices and monitor income collection
- Produce income and expenditure reports for trips and activities
- Monitor financial performance of commercial activities

Systems and Process Improvement

- Lead the transition from FMS to Bromcom Finance, ensuring accurate data migration, strengthened reporting and well-controlled processes
- Ensure effective use of the school's financial systems
- Develop efficient workflows to improve accuracy and reduce manual processes
- Maintain accurate financial records and documentation
- Work with ICT and site colleagues to ensure an accurate asset register

Line Management

- Line manage the Finance Assistant
- Ensure timely and accurate transaction processing
- Maintain clear written procedures within the finance function

Support to School

- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with student needs as appropriate

Health and Safety

The post-holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified are adhered to.

Any other duties as required by the school, that are commensurate with the grade.