



The Southwater Junior Academy,
Worthing Road, Southwater, Horsham, West Sussex, RH13 9JH
Tel: 01403 730475
Email: office@southwaterjunioracademy.co.uk

Business and Finance Manager

Grade: Dependant on experience
Contract: Negotiable
Hours: This is a full time, 52-week contract, but for a suitably experienced candidate we would consider a candidate who is term time only plus 5 weeks.

Southwater Junior Academy is seeking an experienced and enthusiastic Business and Finance Manager to lead our highly effective Office, Premises and Finance teams. You will be responsible for setting strategic direction, whilst delivering against day-to-day academy operations. This is an exciting opportunity for someone with strong financial acumen and senior level management experience, across a diverse range of education services. Excellent communication and interpersonal skills are further qualities required to work across our dynamic academy team.

Southwater Junior Academy is a Good school (Ofsted 2023) that prides itself against three values of hard work, resilience and kindness, underpinned by ensuring every child is equipped with the skills for life-long learning. This ethos extends to everyone who works at the academy too.

Main Duties and Responsibilities

Reporting To: Headteacher

- Responsible for effective and efficient management of academy finances including all aspects of budget setting and monitoring, monthly Management Accounts, procurement, cash flow, VAT and invoicing.
- Responsible for effective management of Premises, HR and wrap around care in accordance with legislation and academy policies and procedures.
- Ensure full compliance of the Financial Standards in line with current legislation and the requirements of the Academy Handbook, DfE, Companies House, Charities Commission, HM Revenue and Customs, Pension providers and other organisations as required.
- Provide strategic guidance, leadership and management of the academy's finances, advising the Headteacher and Trustee Body on all financial matters.
- Manage the day to day accounting procedures and recording of all financial transactions accurately on the academy's finance system.
- Deliver audits across the business are completed in a professional and timely manner
- Ensure financial reporting to the headteacher, trustees and accountants are delivered accurately and on time.
- Contribute to the overall ethos, work and aims of the academy.
- Undertake continuous development and training to maintain the competencies required for the post.

- Operate in accordance with the Data Protection Act, the Health and Safety at Works Act, KCSIE and other relevant legislation as well as Academy and Trustee Body policies.
- Support the academy's commitment to safeguarding and promoting the welfare of children in school.
- Ensure policies and procedures meet the need of the academy whilst compliant with government and legal requirements.
- Actively contribute to the development of quality improvement programmes across the Academy.
- Deliver against additional duties appropriate to the post, as directed by the Headteacher and Trustees.

Full detailed job description for the role would be made available on receipt of an application.

Closing date: 12pm, Friday 10th July 2026

Interviews: As soon as possible for strong applicants

Start date: As soon as possible

The Southwater Junior Academy is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check, and where applicable, a prohibition from teaching check will be completed for all applicants.