



**AMERSHAM SCHOOL**  
A BUSINESS & ENTERPRISE COLLEGE

# *Live, Learn and Succeed Together*

Recruitment Pack

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**Director of Finance and  
Chief Finance Officer**





## WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

We are seeking to appoint an enthusiastic and experienced **Director of Finance and Chief Finance Officer** to join our successful team, who will share in the school's vision for success and play their part as we continue to secure outstanding results for our students. The role will suit an existing Academy Business Manager or experienced Finance Manager seeking the next challenge in their career. We would also welcome applications from qualified accountants from other sectors who are looking for a rewarding and challenging new direction in their career and can bring a track record of commercial and financial management expertise.

To apply, please download the school's application form from our school website:  
[www.amershamschool.org.uk/vacancies](http://www.amershamschool.org.uk/vacancies)

Completed form and a covering letter should be addressed to the Headteacher, Sharon Jarrett and sent to: [employment@amershamschool.org](mailto:employment@amershamschool.org)

The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.

## AT A GLANCE



**Director of Finance and Chief Finance Officer**



**Start Date**

Autumn term 2025 or earlier if available.



**Hours and Salary**

Full time  
Limited flexibility to work remotely  
37 hours per week  
Bucks Pay Range 9-10



**Closing Date**

Monday 31 March 2025



**Interview Date**

On invitation



**Application Form**

[amershamschool.org.uk/vacancies](http://amershamschool.org.uk/vacancies)



**Apply To**

[employment@amershamschool.org](mailto:employment@amershamschool.org)





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## AMERSHAM SCHOOL

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Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards.

Yours sincerely

**Sharon E Jarrett**  
Headteacher



## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Knowledge, Qualifications, Experience, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>● Good general education</li> <li>● Relevant formal qualification, e.g. in accountancy or financial management</li> <li>● Successful education/training and experience in relevant finance/management field</li> <li>● Proficiency in Microsoft Excel and experience of financial management systems</li> <li>● Working knowledge of MS Office products</li> <li>● Good awareness and understanding of school funding and operational frameworks</li> <li>● Able to prepare a budget plan with fully profiled salaries and other costs and longer term budgets taking account of Value for Money, organisational priorities, and factors affecting funding/income</li> <li>● Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims</li> <li>● Able to present complex financial data and to evaluate, clarify, and explain to governors and colleagues the school's financial procedures in the context of financial regulations</li> <li>● Able to identify, establish and maintain good financial practice</li> <li>● Effectively delegate tasks and manage own workload to meet deadlines</li> <li>● Self awareness to identify own professional development needs and ensure they are met</li> <li>● Able to identify and manage potential risks including implementing procedures to mitigate</li> </ul>	<ul style="list-style-type: none"> <li>● Graduate or equivalent</li> <li>● School business management qualification, e.g. <ul style="list-style-type: none"> <li><i>Certificate of School Business Management (CSBM), or</i></li> <li><i>Diploma of School Business Management (DSBM), or</i></li> <li><i>Advanced Diploma of School Business Management (ADBSM)</i></li> </ul> </li> <li>● Experience in preparation of statutory and management accounts</li> <li>● Experience of SIMS FMS (finance module of Schools' Information Management System) and SIMS Personnel</li> <li>● Knowledge of payroll structures and administration (particularly School Teachers' Pay and Conditions and Bucks County Council's Pay Scales</li> <li>● Successful experience in Human Resources management</li> <li>● Knowledge of Local Government procedures</li> <li>● Experience of effective public sector procurement including tenders and contracts negotiations</li> <li>● Successful track record in working with school governors or other boards of directors</li> <li>● Experience as a School Governor</li> </ul>



Criteria	Essential	Desirable
<b>Leadership</b>	<ul style="list-style-type: none"> <li>● Successful and significant experience of leading, developing, and appraising a team of staff</li> <li>● Ability to communicate effectively to a variety of audiences</li> <li>● Ability to engage with and command respect in working with colleagues at all levels</li> </ul>	<ul style="list-style-type: none"> <li>● Successful and significant experience in a whole school leadership role</li> <li>● Successful experience of role in wider school community</li> <li>● Successful experience in managing major change projects</li> <li>● Successful experience of managing challenging and/or sensitive situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Flexible approach to work</li> <li>● Ability to take responsibility</li> <li>● Acts with integrity, honesty, loyalty and fairness</li> <li>● Confidentiality</li> <li>● Self-starter but also able to work collaboratively with other team members</li> <li>● Natural authority and confidence in dealing with people and situations</li> <li>● Calm and organised under pressure</li> <li>● Resilient and determined</li> </ul>	<ul style="list-style-type: none"> <li>● Sense of humour</li> </ul>

## THE ROLE

**Job Title:** Director of Finance and Chief Finance Officer

**Report to:** Head Teacher and Finance Committee

**Leads and Manages:** Finance Department and Café Amersham

**Job Purpose:**

The School Chief Finance Officer and Company Secretary (CFO) is the school's leading support professional and works as part of the Extended Senior Leadership Team to assist the Head Teacher in her duty to ensure that the school meets its statutory and educational aims.



The School CFO is responsible for providing professional leadership and management of school finances in partnership with teaching staff, to enhance their effectiveness to achieve the highest standards of learning and achievement in the school.

The School CFO promotes first class standards of business ethos within the administrative function of the school and strategically ensures the most effective use of financial resources in support of the school's learning objectives.

The School CFO is responsible for the overall financial management of the school. The CFO is required to collaborate as needs be with other Administrative, ICT, Human Resources and Site management to ensure that the school meets the standards set by the Education & Skills Funding Agency (ESFA) and Department of Education (DfE) regarding the provision of education to our students.

As part of Team Amersham, the CFO is expected to be actively involved in day to day school activities and contribute to the overall functioning of non-teaching aspects of the school day.

#### **Line Management Responsibilities:**

- Finance Office (three staff)
- Catering Function (Café Amersham) (Café Manager and four assistants)

#### **General Duties:**

##### **Leadership & Strategy**

- Attend Senior Leadership Team and appropriate Governor meetings providing timely and detailed briefing papers as required on agenda items.
- To work with the Clerk to the Governors in preparing draft agendas for meetings to support the Governors in delivering their role.
- Ensure strategic decision making within the school's Senior Leadership Team is taken on a financially informed basis.
- Work collaboratively on a day to day basis with Assistant Head Teacher (appointed as Director of Operations) and the Site Manager to ensure operational decisions are prioritised and properly costed within the overall annual budget.
- In the absence of the Headteacher and as authorised in the Financial Procedures Manual, take delegated responsibility for financial decisions including order approval.
- Plan, manage and deliver from a financial perspective change in accordance with the school development/strategic plan.
- To lead and manage Finance and Catering staff to ensure effective team working.
- To design, draft and obtain Governor approval to finance related policies for the School.
- Design and lead on tenders for any significant capital or revenue project to ensure best value for money and outcomes for the school.





### **Financial Management:**

- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
- Submit the proposed budget to the Headteacher and Governors for approval and manage the overall financial planning process.
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Prepare monthly management accounts with supporting briefings for Governors and Senior Leadership team.
- Prepare quarterly budget reforecasts.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take corrective action as determined appropriate.
- Provide ongoing departmental budgetary information to relevant people.
- Liaise with Heads of Departments regarding general spend including off-one purchases to ensure budgets are adhered to and educational needs within the School development plan are prioritised.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future (3) year budgets.
- Monitor the effectiveness and implementation of service contracts and annual agreements.
- Liaise with the school's auditors to ensure that all regulatory returns including the annual accounts, budget forecasts and property returns are finalised and reported/returned in a timely manner.
- Liaise with the engaged Internal Scrutineers to set and deliver a yearly work plan for agreement with the Governors' Audit and Risk Committee.

### **Administration Management:**

- Oversight and management of the Finance and Catering function and lead all relevant support staff.
- Design and maintain finance systems that deliver outcomes based on the school's aims and goals.
- Manage systems and link processes that interact across the school to form complete systems.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark data and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, EFSA, LA and other agencies and stakeholders within statutory guidelines.
- To ensure the Finance and company secretarial compliance returns required from time to time by Companies House, ESFA and DfE are approved as needs be by Governors and filed accurately and on time.



### **Management Information Systems & ICT:**

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Manage the relationship with any external hardware, software and support suppliers ensuring value for money and effectiveness of service.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Work with the IT Manager to ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

### **Human Resource Management:**

- Oversee the Finance Manager regarding payroll services for all school staff including the management of pension schemes and associated services.
- Ensure staff have a clear understanding of the finance policies and procedures and the importance of putting them into practice.
- In conjunction with the Director of Operations, source specialist third party expertise in relation to HR issues (existing external advisers - Worknest and Stone King).
- With the Headteacher, ensure that the staffing structure meets the strategic objectives and needs of the school and is accurately costed within budget.

### **Facility & Property Management:**

Financial oversight of the Site Services Team to ensure delivery of the following services:

- The supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- The safe maintenance and security operation of all school premises.
- The continuing availability of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced school services.
- A safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Through a third party company, manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the School and implement and manage such schemes accordingly.

**The duties of this post may vary from time to time without changing the general character or level of responsibility involved.**





## WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

## WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

### The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



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 [www.amershamschool.org.uk](http://www.amershamschool.org.uk)

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

**Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.**

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