Dear Applicant

Thank you for your interest in the position of Finance Manager at Aylesford School.

We are seeking to appoint an individual with excellent technical accounting knowledge to lead our finance team. Reporting into the Director of Operations, the successful candidate will possess experience of monthly management accounting duties, as well as budgeting, forecasting and closely monitoring cashflow. We are looking for a candidate who holds previous experience of working in an educational setting managing school finances and budgets.

With a strong attention to detail, the ideal candidate will possess the organisational skills with a positive, flexible approach to work and duties, and the ability to deliver consistent quality and reliability through their methodical approach to work.

Full detail of the role requirements can be found within the job description and person specification.

The role is offered on a permanent basis.

The hours are part-time; 22.5 hours per week, Monday to Friday 9.30am – 2.30pm daily with a 30-minute lunch break – although these can be flexible for the right candidate.

The contract is offered on a Term Time only basis plus 4 additional weeks (42 weeks per annum) which should be worked flexibly to fulfil the requirements of the role. For example, two weeks should be worked during the summer holidays in preparation for year end.

The candidate would also need to be available to attend the Finance Governor meetings alongside the Director of Operations, a maximum of 5 times per year on a Monday evening.

The role will be paid on Scale P, Points 34-36.

The full-time equivalent salary for the role:- **£51,928.00 - £54,143.00** which equates to a term time actual salary of **£30,043.85 - £31,325.38** per annum.

Closing date is **Wednesday 2nd December 2026**

Shortlisting will take place **Thursday 3rd December 2026**

Interviews will take place **w/c 7th December – date to be confirmed**

If this role is of interest to you then please download the application form and submit it for the attention of Anna Orme, Director of Operations, to the HR Team at hr@aylesfordschool.org.uk

We encourage early applicants for this role and reserve the right to remove this advert or close it to further applications at any point during the recruitment process.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to two satisfactory references and an Enhanced Disclosure and Barring Services check.