



Chulmleigh College
Nothing but our best

Finance Manager Candidate Pack

Closing date: Monday 1 December 10am

Interview date: Wednesday 10 December



COMPASSION AMBITION TEAMWORK



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who

live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.

Colleagues like this school because it is one in which they can concentrate on teaching the subject they love, as opposed to spending time dealing with difficult behaviour, poor resourcing or incongruent demands.

We are looking for someone to provide comprehensive finance and administrative support to ensure the smooth day to day operation of tasks within specific areas of the Academy and maintaining and devising efficient and effective financial and administrative processes and procedures. This will be a job share role working with the current Finance Manager. The successful candidate will need to have a sound knowledge of the principles of financial management in an education context, and be confident with excellent interpersonal, communication and IT skills.

Our GCSE results are consistently amongst the best in the region, due to an approach beginning in Year 7, which is then applied consistently throughout the school. We follow the EBacc GCSE Curriculum for the overwhelming majority in Key Stage 4 and encourage our pupils to challenge themselves and achieve their full potential.

Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to work in.

Neil Payne Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Has experience of managing a team
- Has excellent attention to detail and a high standard of accuracy
- Has excellent organisational skills
- Is adaptable in their approach to work
- Has the ability to prioritise and meet deadlines whilst working within a general framework of recognised procedures and deadlines
- Is computer literate with good knowledge of WORD and EXCEL
- Is able to ensure confidentiality
- Is able to work independently, in addition to being part of a team
- Has the ability to work under pressure
- Has excellent verbal and written communication skills



Chulmleigh College

About Our School



Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. The College has enjoyed some of the best results in the region over the last 10 years and is heavily oversubscribed. Pupils achieving 4+ in Basics was 82%. Our A8 score was 54.09.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

WE GIVE NOTHING BUT OUR BEST



We are looking to appoint an enthusiastic, organised and friendly person to join and share the management of our committed and hardworking Finance Team. This role would be suitable for an experienced finance professional seeking a new challenge in a supportive, friendly environment where staff can achieve their highest potential. There is never a dull moment, and no two days are ever the same.

The Finance Manager will work closely with the Academy Business Manager offering the very best support to our staff, pupils, and parents.

Based at Chulmleigh Community College, our Finance Team are responsible for the processing of all financial data for our three primary schools in addition to the College.

The Finance Department creates reports for senior management, academy directors and national bodies, and are regularly audited to ensure high standards of financial management and propriety of public funding.

We use a variety of accounting software systems, such as Iris, PS Financials and ParentMail, in addition to Microsoft Office programs.

A comprehensive training package will be provided by the current Finance Manager for this key role. We pride ourselves on supporting staff to achieve their highest potential, in a friendly, positive environment.





Job Title: Finance Manager

Status: Permanent, part time, 24 hours per week all year round

Grade F

Start Date: January 2026

Job Purpose

To ensure the smooth running of the day-to-day operation of the finance team, co-ordinate and allocate work, prioritising workloads to meet required deadlines.

The role also supervises, and line manages a team of finance staff.

Main Duties

- To monitor all accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the Trust and, the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once a month, and preparation of invoices and collection of fees and other monies due.
- Lead on all year-end financial processes. This includes debtors, creditors, prepayments and income received in advance.
- Prepare all financial returns for the DfE and other central and local government agencies within statutory deadlines.
- Provide effective budget management by providing regular training and reports to budget holders.
- Maintain confidentiality surrounding financial information at all times.

Main Tasks

- To ensure that the financial transactions in the Trust are carried out in an appropriate manner and that the financial regulations for the Academy Trust are observed.
- Support and participate in the development of the Academy Trust Improvement Plan.
- Completion of statutory and non-statutory returns in accordance with strict deadlines.
- To input into the Academy Improvement Plan with responsibility in specific areas for production of reports and supporting information, together with conclusions and appropriate recommendations will be required.

Supervision and Management

- Full supervision of up to five people including their appraisals, staff development, training and all other supervisory responsibilities.

Creativity and Innovation

- To be responsible for designing, implementing and maintaining a number of strategic, administrative and financial systems and procedures, such as a system for recording and monitoring monthly budget projections, cash-flow and reconciliation of the personnel and finance systems.



Levels of Responsibility

The postholder is expected to:

- Work autonomously and will need to interpret information, policies and procedures and decide upon any action to be taken.

The postholder will:

- Have freedom to act on own initiative in specific areas as highlighted.
- Have the ability to advise, guide or make full recommendations accordingly on complex programme/development issues affecting both the day to day operation of the schools and in other areas.
- Have the ability to make decisions on the correct application of internal policies, procedures, guidance and best practice.

Effects of Decisions

- Results of decisions made will lead to the most effective and efficient use of resources whilst creating a safe and effective learning environment.
- The postholder will need to be aware of the appropriate need for confidentiality.

Resources

- Maintain and ensure the security of confidential documents.

Work Demands

- The post is based in an extremely busy environment where communication and liaising with many areas and people will result in constant interruption. It is critical that the postholder can prioritise their work effectively.
- In addition to the constant interruptions there is a need to recognise and adhere to numerous and significant deadlines. There is an expectation that reports and returns will be delivered on time both to internal and external stakeholders.
- Requests for information and advice are constant and will need to be prioritised. This leads to the postholder having to respond to competing pressures.

Knowledge & Skills

The postholder would be expected

- To hold a recognised level 4 financial management qualification and be highly proficient in both verbal and written communication, and the use of ICT.
- To have the ability to use their highly developed and specialist skills to confront and embrace problems in a number of distinct areas.
- To utilise experience to help solve problems that arise, usually by the identification and selection of solutions from a range of diversified established procedures and standards.
- To provide a broad authoritative knowledge and extensive practical experience to influence decisions and communicate effectively with the Academy Business Manager.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

This document outlines the duties required of the postholder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.





Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management	- Ability to manage all aspects of a team and individuals - Excellent task management skills both for self and others – ability to meet tight deadlines		R
Experience	Substantial financial experience	Experience in an educational setting	R
Practical Skills	- Good organisation and an ability to prioritise - Ability to coordinate: budget preparation, budget monitoring and year-end accounts - High level of IT skills		I
Communication	- Effective written and oral communication - Ability to explain complex concepts to non-specialists - Good negotiation skills - Ability to communicate effectively, orally and in writing, at all levels		I
Personal Qualities	- Able to work under pressure in a busy environment - Ability to deliver work within clearly defined deadlines - Ability to work effectively with others		I
Strategic Thinking	Problem solver, strategic thinker and planner	Detailed knowledge and familiarisation of school policies and procedures	R
Technology / IT Skills	Highly efficient in using Microsoft Excel.	Experience of IRIS/PSF Financials, IMP and other Academy software	R
Education and Training	- Level 4 financial management qualification - Various GCSE and A Levels		R
Equal Opportunities	Academy staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		

AF: Application Form
I: Interview
R: Reference



Chulmleigh College

How to Apply



Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

Status: Permanent, part time, 24 hours per week, all year round

(This is a job share role, other 2 days worked by current Finance Manager)

Closing date: Monday 1 December 10am

Interview date: Wednesday 10 December

Start date: January 2026

If you have any questions please email:

personnel@chulmleigh.devon.sch.uk or

call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



COMPASSION AMBITION TEAMWORK