

Saffron Valley Collegiate

Croydon's Secondary Pupil Referral Unit

Finance Manager

Salary: NJC Outer London PO2 (scale points 29 to 32)

FTE £42,771 - £45,750 36 hours per week, permanent, full-time

Job Overview

Finance Manager will lead, operate, maintain and develop the financial systems and procedures in accordance with the latest version of the Academies Financial Handbook.

What we're Looking For:

We are looking for a Finance Manager to lead and manage the school's financial operations, ensuring compliance with the Academies Financial Handbook and Trust financial regulations. The role will oversee budgeting, financial reporting, payroll, and day-to-day financial management while providing clear, accurate financial information to senior leaders. You will ensure strong financial controls, effective use of resources, and value for money across the school. The post also involves close collaboration with the Trust finance team, auditors, and external suppliers.

The ideal candidate will have:

The ideal candidate will hold a relevant accounting qualification (CIPFA or AAT Level 3/4) and have significant senior-level financial management experience, ideally within education or the public sector. They will be highly analytical, confident in using Excel and finance systems, and able to present complex financial information clearly. Strong leadership skills, experience of

BE READY, BE RESPECTFUL, BE SAFE

KS3 Provision

45 Coombe Road, Croydon, CR0 1BQ
Telephone: 020 8680 0949
Email: ks3@saffronvalleycollegiate.co.uk

SVC East Provision

John Ruskin College Site, Selsdon Park Road, Croydon, CR2 8JJ
Telephone: 020 3252 2020
Email: svceast@saffronvalleycollegiate.co.uk

KS4 North Provision

17 Sylvan Road, London, SE19 2RU
Telephone: 020 8771 5603
Email: ks4north@saffronvalleycollegiate.co.uk

KS4 South Provision

279 High Street, Croydon, CR0 1QH
Telephone: 020 8604 1414
Email: ks4south@saffronvalleycollegiate.co.uk

managing staff, and the ability to influence and advise senior stakeholders are essential. The candidate will be proactive, resilient under pressure, and committed to safeguarding and the values of the Trust.

This is based at Saffron Valley Collegiate East, Selsdon Park Rd, South Croydon CR2 8JQ. Please note that all SVC staff can be deployed across the collegiate to meet the needs of our pupils.

Why join us?

- This is an opportunity to join a team committed to working with some of the most vulnerable school children in Croydon. You could make a life-changing difference to a young person.
- The staff at Saffron Valley are dedicated to removing the barriers to learning for our vulnerable children. This is an opportunity to join our team.
- If you are ready to translate high expectations and quality support for learning for some of the most vulnerable schoolchildren in Croydon into daily practice, this could be your next career move.

Benefits

The School and Trust can offer you:

- An organisation with a clear moral purpose to change young people's lives.
- A commitment to support you, in developing new skills through a wide range of professional development opportunities and experiences.
- The opportunity to work with a dedicated passionate team of professionals.
- Access to our 24/7 employee assistance scheme.
- Generous pension scheme.
- Term-time hours and flexible working.
- Additional paid week leave in October for wellbeing purposes.
- Five Year Service award for Support Staff.
- Teachers' Pension Scheme or Local Government Pension Scheme.
- Eye care reimbursement.
- Eligibility to discount schemes such as Blue Light.

Please complete your application in direct reference to the person specification.

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Part of Alternative Learning Trust. The Trust is a charitable company limited by guarantee, registered in England and Wales. Company number: 11788031
Registered office: Sutton West Centre, Robin Hood Lane, Sutton, SM1 2SD



Applications must be received no later than the closing date on the advert. Applications received after this date will not be considered. To help manage applications efficiently, we reserve the right to close this vacancy early if we receive a strong response therefore, we encourage you to apply as soon as possible. We may also interview shortlisted candidates before the official closing date.

Closing date: Monday 16 March 2026 at 9:00 am

Interview date: Monday 23 March 2026

Saffron Valley collegiate is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a Declaration of Offences form to confirm their criminal record or other information that may make them unsuitable to work with children. It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children).

This appointment is subject to pre-employment checks including an enhanced DBS check, teaching prohibited checks (if applicable), Section 128 check (if applicable), ID and right to work check, medical screening and confirmation of qualifications and references. We will conduct online searches on shortlisted candidates for information that is publicly available.

Copies of Saffron Valley Collegiate/ Alternative Learning Trust's Safeguarding and Child Protection Policy can be found on the

<https://www.saffronvalleycollegiate.co.uk/>

<https://www.alternativelearningtrust.org.uk>

All who work within are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

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