



St John Bosco
ARTS COLLEGE

Finance Manager

**Recruitment Pack
February 2026**

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www.stjohnboscoartscollege.com

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Dear Prospective Candidate,

Thank you for your interest in the role of Finance Manager at St John Bosco Arts College.

We are seeking an experienced finance professional to lead the school's financial operations. This is a key post within our support team, responsible for financial control, accurate reporting and the effective day-to-day management of the Finance Office.

We operate with clear systems and high expectations. The Finance Manager plays a central role in maintaining that discipline, overseeing budget monitoring, payroll, income and expenditure, and ensuring compliance with Local Authority requirements.

Working closely with the Business Manager, you will ensure that financial processes are reliable, well organised and delivered on time. You will provide accurate information to senior leaders, Governors and external bodies, supporting sound and confident decision-making across the school.

We are looking for someone technically strong, methodical and steady in their approach. Experience in financial management is essential. Experience in a school or regulated environment would be advantageous.

St John Bosco Arts College is a professional and purposeful community. We value clarity, accountability and collaboration. The successful candidate will join a team committed to doing things properly and doing them well.

If this role aligns with your experience and ambitions, we would welcome your application.

Applications forms and further information can be found on the school website. Visits to the school are encouraged and can be arranged by contacting our HR Manager, Linda Harley, on 0151 330 5142 or by email recruitment@stjohnbosco.org.uk.

Thank you for considering this opportunity and best of luck with your application.

Yours sincerely

D Gidman

Mr D Gidman
Headteacher



JOB DESCRIPTION

Finance Manager

Job Pack

February 2026

Title of post: Finance Manager

Salary: Pass Scale 9, SCP 30-33 (£40,777-£44,075)

Contract: 35 Hours per week, Full Time

The salary quoted is the full-time, full-year equivalent. The school is open to considering flexible working arrangements, including term-time only (pro-rata) or annualised hours contracts (such as 40 hours + 2 weeks), subject to agreement.

Responsible to: Headteacher
Business Manager

Line management: Finance Assistant

Purpose

The Finance Manager is accountable for the accuracy and timeliness of the school's financial operations and reporting.

The role leads the day-to-day management of income, expenditure, payroll and procurement, ensuring compliance with Local Authority regulations and maintaining effective financial controls.

Working closely with the Business Manager, the postholder will ensure the finance function operates efficiently and transparently, providing leaders with the information they need to make sound decisions.

The school is currently transitioning from FMS to Bromcom Finance. The postholder will lead the embedding of the new system, ensuring data integrity, improved reporting and well-managed processes throughout the change.

Key Responsibilities

Financial Control and Compliance

- Lead all financial operations in accordance with Local Authority regulations and internal financial procedures
- Maintain a robust system of internal controls and ensure audit readiness
- Reconcile bank accounts and monitor cash flow
- Oversee BACS payments and authorised financial transactions
- Manage income collection and implement debt recovery procedures
- Prepare for year-end close in line with Local Authority requirements
- Support internal and external audit processes

Budget Monitoring and Reporting

- Prepare the annual budget model and supporting documentation for review
- Produce accurate monthly management reports
- Monitor departmental budgets and provide clear variance analysis
- Identify financial risks or emerging pressures and report promptly
- Provide accessible financial information to budget holders



Conduct structured termly financial review meetings with key budget holders, including Catering, Site, SEN, Exams and Library

- Review performance, forecast pressures and ensure budget accountability following each review
- Ensure all statutory and Local Authority financial returns are completed accurately and submitted within required deadlines

Payroll Oversight

- Oversee payroll processes including new starters, leavers, contract variations and overtime
- Ensure payroll submissions are accurate and timely
- Reconcile payroll to budget on a monthly basis
- Investigate and resolve discrepancies
- Liaise with HR and payroll providers as required

Procurement and Contracts

- Enforce the school's purchasing policy and ensure best value principles
- Oversee ordering, invoicing and payment processes
- Support contract monitoring and renewal schedules
- Maintain clear procurement documentation

Income and Commercial Activity

- Oversee financial arrangements relating to lettings and other income streams
- Raise invoices and monitor income collection
- Produce income and expenditure reports for trips and activities
- Monitor financial performance of commercial activities

Systems and Process Improvement

- Lead the transition from FMS to Bromcom Finance, ensuring accurate data migration, strengthened reporting and well-controlled processes
- Ensure effective use of the school's financial systems
- Develop efficient workflows to improve accuracy and reduce manual processes
- Maintain accurate financial records and documentation
- Work with ICT and site colleagues to ensure an accurate asset register

Line Management

- Line manage the Finance Assistant
- Ensure timely and accurate transaction processing
- Maintain clear written procedures within the finance function

Support to School

- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.



Participate in training and other learning activities and performance development as required.

- Assist with student needs as appropriate.

Health and Safety

The post-holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified are adhered to.

Any other duties as required by the school, that are commensurate with the grade.

Person Specification Finance Manager

Criteria	Essential	Desirable
Qualifications	AAT Level 4 qualification or equivalent experience	Further professional accountancy qualifications (e.g. part-qualified ACCA/CIMA)
	GCSE Maths and English (Grade C/4 or above)	
Experience	Significant experience in financial administration or accounting	Experience within a school or public sector setting
	Experience of budget monitoring and financial reporting	Knowledge of school funding structures
	Experience of maintaining strong internal financial controls	Experience of procurement or contract monitoring
	Experience working within a regulated financial framework	Experience of improving financial systems or processes
	Experience meeting cyclical reporting deadlines	
Knowledge & Skills	Strong understanding of accounting principles and budget control	
	Strong Excel and financial systems capability	
	Ability to produce clear and accurate financial reports	
	Ability to present financial information clearly to non-finance colleagues	
	Strong organisational and administrative skills	
	Ability to identify and resolve discrepancies promptly	
Personal Qualities	High levels of integrity and discretion	
	Calm and methodical under pressure	
	Comfortable working within clearly defined professional boundaries and reporting structures	
	Strong attention to detail	
	Able to work within clearly defined responsibilities	
	Professional and collaborative approach	