

Finance Manager Job Advert

Finance Manager

Salary: £38,221 – £45,092 (OCC Pay Grade 10–11)

Contract Type: Permanent, Full-time

Location: Trust offices in Wantage with regular travel to designated schools. Hybrid options considered.

Reporting to: Finance Partner

About Propeller Academy Trust

Propeller Academy Trust is a forward-thinking and dynamic educational organisation dedicated to providing high-quality education to students across our network of schools. We pride ourselves on our commitment to academic excellence, innovation, and the holistic development of our students.

About the Role

We are seeking a Finance Manager to join our central finance team. In this key role you will be responsible for providing high-quality financial services across a group of schools in the Trust. You'll act as the primary finance contact for your designated schools, ensuring transactional processes are accurate, compliant, and efficient. Working closely with the Finance Partner, you will support month-end procedures, maintain strong internal controls, and deliver financial information that helps us make informed decisions.

Key Responsibilities

- Process purchase orders, invoices, credit notes, and payment runs in line with Trust policies.
- Maintain supplier records and ensure compliance with procurement and financial audit requirements.
- Perform bank, petty cash, and credit card reconciliations.
- Assist with month-end processes including accruals, prepayments, and adjustments.
- Coordinate with external payroll bureau for monthly payroll & related staffing inputs.
- Support audits by providing documentation and ensuring financial procedures are followed.
- Provide guidance and support to school staff on finance matters.

About You

You should bring:

- Substantial experience in transactional finance or similar roles, preferably in education, charity, or local government settings.
- Strong attention to detail, excellent organisation, and ability to meet deadlines.

- Good IT skills, especially in financial systems and Microsoft Excel.
- Clear communication and ability to build effective relationships across teams.
- A proactive mindset, committed to continual improvement and professional development.
- A finance qualification (AAT or equivalent) or working towards one is beneficial, though not essential.

How to Apply

To apply please visit <https://thepropelleracademytrust.face-ed.co.uk/vacancies>

Please note that CVs will not be accepted.

For informal enquiries please contact us at recruitment@propellertrust.org

Closing Date: 8am 17 November 2025

Interview Date: 24 November 2025

The Propeller Academy Trust is committed to creating a diverse and inclusive environment for all employees and applicants. All qualified candidates will receive consideration for employment regardless of any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We welcome applications from individuals of all backgrounds and experiences.

If you require any reasonable adjustments to the application or interview process, please let us know, and we will do our best to accommodate your needs.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).