

Recruitment Information Pack

Finance Manager



'Becoming the Best you can be'



William Henry Smith
School and Sixth Form



William Henry Smith
Specialist College



William Henry Smith
Therapeutic Children's Home



William Henry Smith
Specialist Service

William Henry Smith Foundation

The William Henry Smith Foundation is a not-for-profit registered charity committed to transforming lives and breaking down barriers, empowering every individual to reach their full potential. The Foundation exists to improve outcomes for children and young adults who experience social, emotional and mental health (SEMH) challenges, providing outstanding provision through high-quality working, living and learning environments.

Everything the Foundation does is rooted in strong, trusting relationships and a psychologically and trauma-informed approach. By placing care, compassion and consistency at the centre of its work, the Foundation creates safe and supportive environments where children and young adults feel valued, understood and able to engage, grow and thrive.

At the heart of the Foundation's work is a holistic, personalised approach that recognises each individual's unique strengths, needs and aspirations. Through tailored support and nurturing environments, the Foundation enriches the lives of children and young adults, while also supporting their families, its people and the wider community. This approach ensures that everyone feels safe, valued and a deep sense of belonging.

Working closely with Local Authorities, partners, schools and community organisations, the William Henry Smith Foundation delivers outstanding education, care and therapeutic services that create lasting and meaningful impact. With a strong commitment to excellence, inclusion and wellbeing, the Foundation continues to champion positive change and build stronger, more resilient communities.



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William Henry Smith School & Sixth Form is an outstanding day and residential special school for boys aged 5–19 with SEMH needs. Through a psychologically and trauma-informed, relationship-based approach, the school provides a safe, structured environment where pupils develop a strong sense of belonging and are supported to thrive academically, socially and emotionally. High expectations, personalised support and strong partnerships ensure every young person is empowered to overcome barriers and prepare confidently for the future



William Henry Smith Therapeutic Children's Home provides a safe, nurturing, psychologically and trauma-informed residential environment for children and young adults with complex social, emotional and mental health (SEMH) needs. Grounded in strong, trusting relationships, the home offers personalised therapeutic care that promotes stability, belonging and emotional wellbeing. Through consistency, understanding and high-quality support, children and young people are empowered to develop resilience and build positive futures.



William Henry Smith Specialist College provides a safe, structured and nurturing environment where young people aged 16 – 25 develop a strong sense of belonging and are supported to achieve meaningful academic, vocational and personal outcomes. Through personalised pathways, high expectations and psychologically and trauma-informed, relationship-based approach, the College prepares students for adulthood, further education, employment and independent living.



William Henry Smith Specialist Services works in collaboration with a wide range of organisations to strengthen provision and improve outcomes for children and young adults with social, emotional and mental health (SEMH) needs. We provide bespoke training, consultancy and specialist guidance to schools, settings and services, supporting the development of psychologically and trauma-informed practice, inclusive cultures and effective systems of support. Our work is underpinned by strong values, social responsibility and a commitment to sharing effective practice. We actively contribute to research, publications and professional learning and regularly present at national conferences and professional forums. Through national networks such as NASS, NATSPEC and Engage, we extend our reach and impact, offering targeted support that strengthens education and social care provision locally, regionally and nationally



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Mission Statement

To champion a Holistic and tailored approach, enriching the lives of children and young adults, their families, our people, and the wider community



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CEO Welcome

As CEO and Executive Principal of the William Henry Smith Foundation, encompassing William Henry Smith School & Sixth Form, William Henry Smith Specialist College, and William Henry Smith Therapeutic Children's Home, I am deeply committed to transforming the lives of children and young adults. Our Foundation is a vibrant, multi-site community delivering high-quality education, care, health, and therapeutic support. Everything we do is rooted in strong relationships and a trauma-informed approach. We look beyond presenting behaviours, prioritising safety, trust, compassion, and emotional well-being so that every child and young adult feels understood, valued, and able to flourish.

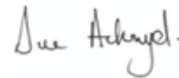


My career began in 1987 in residential care, where I discovered a profound sense of purpose, one that has shaped and sustained my leadership for nearly four decades. Since then, I have progressed through a breadth of senior roles across both care and education, including Deputy Principal, Principal, and now CEO and Executive Principal. Throughout my journey, I have held fast to the belief that education is a transformative force: a pathway to resilience, belonging, and opportunity. This belief continues to guide my commitment to creating environments where children and young adults experience not only learning, but connection, trust, and authentic understanding.

I am a leader who values authenticity, continuous learning, and the courage found in vulnerability. At the William Henry Smith Foundation, we strive for excellence not only for our students, but also for our staff, families, and wider community. We are dedicated to sharing learning, strengthening professional practice, and leading positive change, locally and nationally, so that more children and young adults benefit from environments built on relational safety and neuro-affirming practice.

Beyond my professional life, I am married, a proud mother of two sons, and a devoted grandmother. Fitness and martial arts play an important role in my own well-being: I train regularly in strength and Olympic lifting, speed and agility work, and kickboxing, and I am currently working towards my black belt. This journey strengthens my discipline, resilience, and focus – qualities I bring into my leadership every day.

I believe in what I call work-life brilliance: continually learning, reflecting, and growing while inspiring others to do the same. My leadership is grounded in compassion, resilience, and authenticity, and I hope to encourage others to embrace these values in their own professional and personal journeys.



Sue Ackroyd
CEO/Executive Principal



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Safeguarding

The William Henry Smith Foundation is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. The foundation has effective child and adult protection policies which provide clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues. Our recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures. The successful applicant will be appointed subject to references and enhanced DBS check (this is a position working in regulated activity). The successful candidate will be subject to a rigorous safer recruitment process and must adhere to a strict code of conduct regarding behaviour at all times. Shortlisted candidates will be subject to online searches in accordance with KCSIE. The Foundation is also committed to promoting the spiritual, moral, social and cultural development of both students and staff and reflects life in Modern Britain.



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Our Core Values

Our Vision

To transform lives and break down barriers, empowering every individual to reach their fullest potential.

Our Mission

To champion a holistic and tailored approach, enriching the lives of children and young adults, their families, our people, and the wider community.

Unwavering integrity

We lead with honesty, purpose, and an unshakeable belief in what we do.

We hold ourselves to the highest standards, always keep our word, and work hard to earn trust from the children, young adults, families, and people we serve, leaving a lasting mark that extends beyond the classroom.

Close collaboration

It takes a village to raise a child, and that village starts with us. We're a team of listeners, collaborators, and supporters who adopt a curious and compassionate approach, building trusting relationships with local authorities, families, children and young adults, and our people.

By understanding backgrounds, behaviours and lifelong ambitions, we strive to build individualised pathways that are guided, encouraged, and nurtured by specialists.

Compassionate curiosity

Every person's story is unique, and we take the time to understand it. We ask why and dig deeper to uncover the bigger picture. With open arms and open minds, we foster safe and nurturing spaces where children, young adults, families, and communities feel fully supported. We listen without prejudice and respond with care, helping people rewrite difficult chapters into stories of growth, resilience, and limitless possibilities.

Empowering community

We are a thriving village where every voice matters, and everyone is valued. By embracing diversity in all its forms, we foster an enriching environment where individuals feel seen, heard, and supported around the clock. This applies to families, communities, and our people as well as children and young adults, with a deep sense of belonging echoing throughout everything we do.

Visionary thinking

We know that to inspire others, we must feel inspired ourselves. That's why we set the highest standards. We lead by example, role modelling behaviours that help shape those around us. With enthusiasm, optimism, and unwavering belief in children, young adults, and our people, we nurture an environment where everyone is empowered to surpass what they thought possible. Our shared purpose, expert knowledge, and passion for progress drive us to build something even bigger than ourselves.



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Central Services

The Central Services Team plays a vital role at the heart of the William Henry Smith Foundation, ensuring our environments are safe, welcoming, well-run, and compliant so that our students and staff can thrive.

Working across three sites — our main school, children's home, and specialist college — the team provides a wide range of essential services that keep the Foundation operating smoothly every day.

What We Do

Central Services is a multi-faceted, highly skilled team covering a broad range of operational and support functions, including:

- Administration and Reception
- IT and Systems Support
- Corporate Compliance and Health & Safety
- Finance
- Human Resources
- Laundry Services
- Maintenance and Site Services
- Catering
- Cleaning and Housekeeping
- Grounds Maintenance
- Waking Nights Security
- Fleet Vehicle Management

Together, these services ensure that all our sites are maintained to a consistently high standard, meeting regulatory requirements while creating safe, professional, and nurturing environments.

Our Approach

We take great pride in the quality of our work and in the role we play supporting the wider Foundation. The team works collaboratively, often behind the scenes, but with a clear and shared purpose: to enable excellent education, care, and outcomes for our students.

Supporting Student Development

A unique and rewarding aspect of Central Services is our commitment to student development and employability. Students work alongside staff across a range of service areas, gaining valuable real-world work experience, practical skills, and confidence in a supportive setting. This hands-on involvement helps prepare them for future employment and independence.

Why Join Central Services?

- Be part of a diverse, supportive team with a meaningful mission
- Work across varied sites and disciplines — no two days are the same
- Contribute directly to student growth and life skills development
- Take pride in maintaining high-quality, safe, and compliant environments



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Purpose of the Role

Finance Manager

The Finance Manager is responsible for the operational management of the Foundation's finance function, ensuring robust financial controls, accurate financial processing, effective financial systems and full compliance with financial policies and procedures.

Reporting to the Finance Director, the postholder will oversee the day-to-day financial operations of the Foundation, ensuring income is collected promptly, expenditure is appropriately controlled, financial transactions are processed accurately, and financial records are maintained to a high standard.

The Finance Manager will lead the continuous improvement of financial systems, procedures and controls, provide timely and accurate financial information, support budget holders and manage the team of finance assistants. This role will promote strong financial discipline, accountability, value for money, and effective stewardship of Foundation resources.



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Job Description

Post: Finance Manager
Contract Type: Permanent, full-time, all year round
Salary: NJC Points 33 – 38, £45,529.00 – £50,908.00 per annum
Hours: 37 hours per week, Monday to Friday
Responsible to: Director of Finance

Duties and Responsibilities:

Financial Operations, Systems and Controls

- Lead the day-to-day operation of the Foundation's finance function, ensuring an efficient, accurate and responsive service.
- Develop, implement and maintain robust financial systems, procedures, workflows and internal controls.
- Ensure all financial processes are clearly documented, regularly reviewed and consistently applied across the Foundation.
- Maintain effective segregation of duties, access controls and authorisation arrangements.
- Ensure compliance with the Foundation's Financial Regulations, Scheme of Delegation, procurement requirements and relevant policies.
- Monitor financial transactions and control accounts to identify errors, anomalies, duplicate transactions, unusual activity or control weaknesses.
- Investigate control failures promptly, implement corrective action and escalate significant issues to the Finance Director.
- Lead continuous improvement initiatives, including appropriate automation, to strengthen efficiency, accuracy, reporting and accountability.
- Act as an operational lead for finance systems, ensuring system integrity, appropriate user access and effective use by the finance team.
- Maintain standard operating procedures, control checklists and clear month-end and year-end timetables.

Income Management, Debtor Control and Cash Collection

- Ensure invoices and other requests for payment are raised promptly, accurately and against the correct funding, contractual or service information.
- Maintain effective credit control and debt recovery processes across all income streams.
- Proactively monitor and pursue outstanding debts in line with agreed timescales and escalation procedures.
- Produce, review and distribute regular aged debtor reports, with clear actions, owners and follow-up dates.
- Liaise with local authorities, commissioners, funding bodies, parents, carers and other organisations, as appropriate, to resolve invoice queries and secure timely payment.
- Escalate significant, disputed or high-risk debts to the Finance Director and maintain a clear record of actions taken.
- Monitor debtor performance, identify recurring issues and implement improvements to reduce late payment and bad debt exposure.
- Ensure income received is allocated correctly, reconciled promptly and supported by appropriate documentation.
- Maintain effective controls over credit notes, refunds, write-offs and changes to customer records.

Purchase Ledger, Payments and Expenditure Control

- Oversee purchase ledger operations and ensure supplier invoices are processed accurately, completely and within agreed timescales.
- Ensure invoices are matched to appropriate purchase orders, receipts, coding and authorisation before payment.
- Oversee payment runs, ensuring payments are accurate, appropriately authorised and made in accordance with agreed terms.
- Maintain accurate supplier records and robust controls over the creation and amendment of supplier bank details.
- Reconcile supplier statements regularly and ensure queries, duplicate invoices and disputed balances are resolved promptly.
- Monitor expenditure to ensure compliance with budgets, procurement procedures, delegated limits and value-for-money expectations.
- Support budget holders to understand and follow purchasing, coding and approval procedures.
- Maintain effective controls over expenses, purchasing cards, petty cash and other payment methods.

Financial Processing, Payroll Interfaces and Reconciliations

- Ensure journals, accruals, prepayments, income, expenditure and other financial transactions are processed accurately and on time.
- Oversee timely bank reconciliations and ensure reconciling items are investigated and cleared promptly.
- Ensure monthly balance sheet and control account reconciliations are completed, evidenced and independently reviewed.
- Maintain effective interfaces and reconciliations between finance, payroll and other relevant systems.
- Work with payroll colleagues or providers to ensure payroll information is complete, authorised and accurately reflected in the financial ledger.
- Investigate discrepancies and ensure corrective entries and process improvements are completed promptly.
- Maintain accurate accounting records and supporting documentation, ensuring clear audit trails and readiness for audit throughout the year

Budget Monitoring and Financial Reporting

- Prepare accurate and timely monthly management information for the Finance Director.
- Support the production of monthly management accounts, forecasts, cash flow information and financial reports.
- Provide budget monitoring information and clear variance analysis to budget holders and senior leaders.
- Work with budget holders to investigate variances, improve forecasting and address emerging financial pressures.
- Produce financial dashboards, performance indicators and other management information as required.
- Support the Finance Director with reports for the Senior Leadership Team, committees and trustees.
- Ensure reporting information is supported by reconciled records and is presented clearly to financial and non-financial audiences.



Audit, Compliance and Governance

- Support the preparation of annual accounts, year-end working papers and audit schedules.
- Act as a key operational contact during audit fieldwork and provide accurate supporting documentation within agreed deadlines.
- Coordinate the implementation of audit recommendations and maintain evidence of completed actions.
- Ensure operational compliance with relevant Charity Commission, Companies House, funding, tax and statutory requirements, under the direction of the Finance Director.
- Support the review, development and implementation of financial policies, procedures and internal controls.
- Assist with financial risk management, fraud prevention, assurance activity and maintenance of appropriate records.
- Report suspected fraud, irregularity, data breach or material control failure immediately through the appropriate Foundation procedures.

Leadership and Team Management

- Provide effective day-to-day leadership and management of the finance team.
- Allocate workloads, set clear deadlines and monitor delivery against agreed service standards and financial timetables.
- Develop, motivate and support staff through induction, supervision, performance management and professional development.
- Ensure appropriate cover, resilience and separation of duties within the team.
- Promote a culture of accuracy, accountability, collaboration, customer service and continuous improvement.
- Ensure finance staff understand and consistently follow documented systems, controls and procedures.

Stakeholder Support and Engagement

- Build positive and productive relationships with budget holders, senior leaders, trustees, auditors, suppliers, commissioners and funding bodies.
- Provide clear advice and guidance to colleagues on financial systems, processes and procedures.
- Provide training and support to budget holders and other users of financial systems.
- Communicate financial information clearly, professionally and appropriately to both financial and non-financial audiences.
- Support the Foundation's commitment to transparency, accountability and value for money.

Other Specific Requirements

- To participate in the Foundation's programme of performance management.
- Understand their professional responsibilities in relation to the Foundation's policies and practices.
- To participate in whole Foundation training days.
- To ensure your Essential Training/Reading is kept up to date as well as any CPD relevant to the role.
- To work across all Foundation sites as and when required by line management.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the Foundation.



Person Specification

William Henry Smith Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

A – Application

I – Interview

R – References

E – Essential Criteria

D – Desirable Criteria

Education/Qualifications/Training	E	D	A/I/R
Qualified or part-qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent), AAT Level 4, or substantial relevant finance management experience	/		A
Evidence of continuing professional development in finance, accounting or leadership	/		A/I
Relevant leadership or management qualification.		/	A
Experience	E	D	A/I/R
Significant experience of managing day-to-day financial operations within a complex organisation	/		A/I
Experience of producing accurate management information, financial reports, forecasts and budget monitoring reports	/		A/I
Experience of implementing and maintaining robust financial controls, procedures and governance arrangements	/		A/I
Experience of managing purchase ledger, sales ledger, income collection, debt recovery and payment processes	/		A/I
Experience of preparing balance sheet reconciliations, control account reconciliations and month-end processes	/		A/I
Experience of financial systems administration and improving financial processes through system development or automation	/		A/I
Experience of managing, supervising and developing staff within a finance function	/		A/I/R
Experience of advising and supporting non-financial managers and budget holders	/		A/I

Experience	E	D	A/I/R
Experience of maintaining compliance with financial regulations, policies and statutory requirements	/		A/I
Experience within the education, charity, public sector or not-for-profit sectors		/	A/I
Experience of working with Trustees, Governors, Committees or Senior Leadership Teams		/	A/I
Experience of managing financial processes linked to multiple income streams, grants or commissioned funding arrangements		/	A/I
Experience of payroll reconciliation and financial interfaces between payroll and finance systems		/	A/I
Knowledge & Understanding	E	D	A/I/R
Strong knowledge of financial controls, accounting principles and best practice financial management	/		A/I
Sound understanding of budgeting, forecasting, cash flow management and financial reporting	/		A/I
Knowledge of internal control frameworks, fraud prevention and risk management principles	/		A/I
Understanding of procurement processes and value for money principles	/		A/I
Good knowledge of financial regulations, governance requirements and audit processes	/		A/I
Excellent understanding of accounting systems and financial data management	/		A/I
Knowledge of charity accounting requirements, Charity Commission guidance and sector-specific reporting obligations		/	A/I
Understanding of education funding arrangements and financial management within schools, academies or specialist settings		/	A/I

Attributes, Skills and Abilities	E	D	A/I/R
Excellent analytical and problem-solving skills with the ability to identify issues and implement practical solutions	/		I
Advanced Excel and financial systems skills, including reporting and data analysis	/		A/I
Ability to interpret financial information and present it clearly to both financial and non-financial audiences	/		I
Strong organisational skills with the ability to manage competing priorities and meet deadlines	/		A/I
Ability to develop effective systems, processes and controls that drive continuous improvement	/		I
Excellent attention to detail and commitment to accuracy	/		A/I/R
Strong leadership and people management skills	/		I/R
Ability to challenge constructively and influence colleagues at all levels	/		I
Excellent written and verbal communication skills	/		A/I
Ability to maintain confidentiality and exercise sound professional judgement	/		I/R
Ability to build positive working relationships with a wide range of stakeholders	/		I/R

Personal Qualities	E	D	A/I/R
Values-driven, committed to Safeguarding, student welfare, equality and diversity	/		A/I/R
Self-motivated and proactive, with a willingness to undertake further training and continuous learning	/		A/I/R
Commitment to the aims, values and ethos of the Foundation, including Quality of Life and Positive Behaviour Support	/		A/I
Willingness to undertake training as required and commitment to ongoing professional development	/		A/I
Demonstrates integrity, honesty and professionalism at all times	/		I/R
Committed to accountability, transparency and stewardship of resources	/		I
Resilient and able to remain calm under pressure	/		I
Collaborative and supportive	/		I/R
Willingness to work flexibly to meet organisational requirements, including occasional attendance at meetings outside normal working hours	/		I

Application Information

Visits to the William Henry Smith Foundation are highly recommended prior to making an application.

For further information on this post or to arrange a visit, please contact the HR Department on email HR@whsfoundation.org.uk or telephone 01484 710 123 option 4

All our roles are by application via SAM Recruit, our recruitment portal – we do not accept CVs

When completing your application, you must refer carefully to the Job Description and Person Specification. Please ensure that you fully complete all sections of the application form and clearly demonstrate how you meet each of the essential criteria outlined in the Person Specification.

Shortlisting decisions are based solely on the information you provide in your application form. It is therefore important that you give specific examples and evidence to show how your skills, knowledge, and experience meet the requirements of the role. Applications that do not clearly address all essential criteria may not be considered for shortlisting.

Please apply by visiting our vacancies page: [Our Vacancies](#)

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, we would encourage you to submit your application as early as possible.