



Finance Manger - Job Description

Full time

ACCOUNTABLE TO:	Headteacher
PURPOSE OF JOB:	To provide financial support to the Headteacher through management of aspects of the School Finance Office.
Working Hours:	8am – 4.30pm
Salary:	Level 6 – SCP 24-29 £36,508 - £40,958

Job Purpose

To support the Headteacher and Finance Lead in the overseeing of the day-to-day financial operations of the school, ensuring accuracy, transparency and compliance with the Local Authority's (LA) financial regulations and the school's financial policies.

Key Responsibilities

1. Financial Operations

- Manage the day-to-day running of the Finance Office, ensuring all financial transactions are recorded promptly, accurately, and in compliance with LA and school procedures.
- Operate and maintain the school's computerised financial management system (e.g. FMS or similar).
- Process purchase orders, invoices, payments, receipts, and journal adjustments.
- Prepare monthly bank reconciliations and maintain accurate ledgers for audit purposes.
- Monitor payroll reports received from the LA, ensuring reconciliation with budget and staffing information, and resolve discrepancies promptly.
- To lead and support in the closure of accounts process
- maintain accurate financial records and oversee day-to-day financial controls, ensuring that spending remains within approved budgets and complies with relevant financial regulations and policies.
- liaising with external bodies, such as local authorities, auditors, and funding agencies, to ensure compliance with statutory reporting requirements and funding conditions.

2. Budgeting and Reporting

- Maintain accurate budget monitoring records, providing regular updates and forecasts to budget holders and the Headteacher and Governing Board.
- Support in planning, managing, and monitoring the school's budget to ensure financial sustainability and best value for money
- Produce multi-year budget forecasts, including scenario planning to assess financial risks, funding changes, and pupil number fluctuations.
- Allocate budgets to departments and cost centres, ensuring clear accountability and effective use of resources.

- Monitor income and expenditure against approved budgets on a regular basis, identifying variances and recommending corrective actions where required
- Ensure effective cash-flow management and oversee the appropriate use of reserves.

3. Income and Cash Handling

- Manage and record all income streams, including parental payments, and school activities.
- Prepare and issue invoices for income generation and monitor debtors, ensuring timely collection and appropriate follow-up action on overdue accounts.
- Oversee petty cash and imprest accounts, ensuring claims are authorised, supported by receipts, and reconciled regularly.
- Ensure safe handling, storage, and banking of all monies in accordance with the school's security and financial procedures.

4. Procurement and Value for Money

- Liaise with suppliers and service providers, obtaining quotes and negotiating terms in accordance with the school's Best Value Policy.
- Support the renewal and review of contracts and Service Level Agreements (SLAs) with the LA and external providers.
- Ensure compliance with financial regulations, procurement thresholds, and audit requirements.

5. Compliance and Audit

- Maintain accurate and auditable financial records that comply with LA financial regulations and internal/external audit standards.
- Support the Headteacher in preparing for internal and external audits, implementing recommendations where necessary.
- Ensure the Finance Office operates in line with the CIPFA Code of Practice and the Local Authority Scheme for Financing Schools.
- Maintain confidentiality and compliance with GDPR and the Data Protection Act 2018.

6. Support

- Provide financial advice and support to staff and budget holders across the school.
- Maintain effective communication with the LA Finance Team and other stakeholders.

7. General

- Keep up to date with changes in school finance regulations, funding frameworks, and local procedures.
- Undertake training as required to maintain professional competence and support personal development.
- Uphold and promote the school's values, policies, and procedures, including those relating to equality, safeguarding, and health and safety.
- Carry out any other duties commensurate with the role and grade as directed by the Headteacher or Finance Lead.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled 'Keeping Children Safe in Education' (September 2025) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are required to have enhanced DBS clearance.

You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always dispatch your duty of care appropriately. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Wexham School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018 and are properly applied to student, staff and school business/information.

Freedom of Information

The post holder must be aware that any information held by the school, in theory, could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

Smoking Policy

Smoking is not permitted in any premises or grounds managed by Wexham School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.