



## Finance Manager

<b>Position:</b>	Finance Manager
<b>Dates:</b>	Starting as soon as possible
<b>Location:</b>	Berkshire
<b>Contract:</b>	Term Time/ Full Time, Permanent
<b>Salary</b>	£36,508 - £40,958 Full Time (Includes LW)

### About Us:

We are seeking to appoint an enthusiastic Finance Manager to join this high achieving and successful school. The Finance Manager works proactively for the whole school, obtaining best value and ensuring financial procedures are adhered to, this helps students to be their best self. This post is to commence as soon as possible. This role offers a pathway for colleagues wishing to develop into a more senior role. Working time will be 37 hours a week and we will consider applicants for term time and full time.

### The Role

- 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.
- Manage the day-to-day running of the Finance Office, ensuring all financial transactions are recorded. Maintain accurate budget monitoring records, providing regular updates and forecasts to budget holders, the Headteacher, and the Governing Board.
- Support in planning, managing, and monitoring the school's budget to ensure financial sustainability and best value for money promptly, accurately, and in compliance with LA and school procedures.
- Liaise with suppliers and service providers, obtaining quotes and negotiating terms in accordance with the school's Best Value Policy.

### About You

The successful candidate will:

- Have experience of working with accounting packages (the school use FMS)
- Current experience working in School Finance
- Have knowledge of spreadsheets and word processing packages
- Possess excellent communication skills
- Possess excellent organisation skills
- Have the ability to prioritise workload and have excellent IT Skills
- Maintain confidentiality, tact, diplomacy and sensitivity
- Have the ability to work independently and also as part of a team
- Have significant experience of working within a school finance function, carrying out a range of finance tasks including account reconciliation
- Have experience of managing priorities in a pressured environment whilst meeting agreed deadlines/timescales

### Find Out More:

The role is subject to a successful enhanced DBS check and pre-employment checks which will be undertaken before an appointment is confirmed. Applications should be returned by **12 noon on July 7<sup>th</sup> 2026** to email address [HR@wexhamprimary.com](mailto:HR@wexhamprimary.com).

Interviews will be held as soon as possible thereafter. For more information covering the Job Description in full please visit our website: [www.wexhamprimary.com](http://www.wexhamprimary.com). If you require any further information relating to the role please contact Ms Azeem, HR lead via the above email address in the first instance.

*We are a friendly and caring school that is committed to safeguarding and promoting the welfare of children.*