



# Wyedean

School and Sixth Form Centre

Aspire together, achieve together  
adfecere pariter, perfecere pariter

## Finance Manager

<b>Responsible to:</b>	Vice Principal: Finance & Business
<b>Salary:</b>	SCP 22-30 £33,699-£40,777 per annum (pay rise pending) Actual pro rata salary £20,543-£24,858 per annum
<b>Hours of work:</b>	25 hours per week Monday-Friday, flexible to be agreed. Term time plus 3 additional weeks worked during INSET days and in some holidays. The post is permanent and pensionable.

### Overall Purpose of the Role

The Finance Manager is a key member of the school's Finance Team and Middle Leadership Team. The postholder will work closely with the Vice Principal: Finance and Business (VPFB), Principal, and Trustees to ensure robust financial management, effective use of resources, and full compliance with statutory and regulatory requirements.

The Finance Manager is responsible for the day-to-day operational management of the school's finances, supporting strategic financial planning, maintaining strong financial controls, and ensuring accurate and timely financial reporting. The role promotes best value, sound financial governance, and the highest standards of integrity and business ethos across the school.

### Key Responsibilities

#### Strategic and Operational Finance

- Support the VPFB in managing the Academy's financial position at both strategic and operational levels, in line with the Finance Policy and Academy Trust Handbook.
- Contribute to the development, monitoring, and review of annual budgets and longer-term financial plans.
- Actively monitor budget performance, identify variances, and recommend corrective actions where required.
- Provide clear, timely financial information and reports to budget holders

#### Financial Control, Compliance and Audit

- Ensure adherence to sound accounting principles, segregation of duties, and internal financial controls.

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- Maintain accurate financial records to support the preparation of management accounts, interim reports, and annual statutory accounts.
  - Support internal and external audit processes, including responding to audit recommendations.
  - Oversee compliance with VAT and HMRC.
  - Advise the VPFB, Principal, and Trustees of any suspected or identified financial irregularities or fraud, in line with whistleblowing and fraud policies.

### **Payroll, Payments and Income**

- Using EduPay payroll software, process monthly payroll changes for authorisation by the VPFB and ensure accurate and timely payroll submission.
- Oversee pension administration and returns.
- Process and oversee weekly BACS payments for invoices, expense claims, including uploading payment files to the bank for authorisation.
- Raise sales invoices and ensure prompt collection of income, including debt monitoring and recovery.
- Manage and monitor ParentPay transactions and reconciliations.
- Process insurance claims and liaise with insurers as required.

### **Grants, Bursaries and Student Finance**

- Oversee the administration of bursary funding and Welsh EMA grants (where applicable), ensuring compliance with national guidance, internal policies, and attendance requirements.

### **Systems, Assets and Reporting**

- Use web-based finance package to support efficient financial administration across the school.
- Process journals as required and support year-end procedures.
- Oversee bank, control account and reconciliations.
- Maintain accurate fixed asset and equipment registers and ensure appropriate safeguarding of school assets.

### **Leadership, Advice and Support**

- Line manage and support the Finance Assistant, providing guidance, training, and workload prioritisation.
- Ensure staff, including budget holders and senior leaders, understand and comply with financial policies and procedures.
- Promote a positive culture of accountability, transparency, and best value in all financial activities.

### **Additional Responsibilities**

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- Oversee orders in accordance with procurement procedures and best value principles.
  - Chase outstanding debts in line with the school's debt recovery policy.
  - Contribute to continuous improvement of financial procedures and systems.
  - Carry out any other reasonable duties commensurate with the level of the role, as requested by the VPFB or Principal.

### **Safeguarding, Data Protection and Professional Standards**

- Maintain confidentiality of financial, staff, and student information at all times.
- Ensure compliance with data protection legislation and school policies.
- Support the school's safeguarding culture and uphold professional standards of conduct.

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## **Personal Specification**

### **Qualifications & Professional Development**

#### **Essential**

- A recognised accounting qualification or equivalent relevant experience in a finance role
- Evidence of ongoing professional development in finance, accounting, or public sector financial management
- GCSE Maths and English (or equivalent)

#### **Desirable**

- Part-qualified or qualified accountant (ACCA / CIMA / CIPFA / ACA)
- School Business Management or education-sector finance qualification

### **Experience**

#### **Essential**

- Experience in a finance management or senior finance officer role
- Experience of:
  - Budget planning, monitoring, and forecasting
  - Financial reporting and variance analysis
  - Managing audits and responding to audit findings
  - Payroll administration and statutory returns (HMRC, pensions, VAT)
- Experience of working within a framework of financial policies, internal controls, and audit requirements
- Line-management or supervisory experience

#### **Desirable**

- Experience working in:
  - A school, academy, MAT, local authority, NHS, or other public sector organisation
- Experience using school finance systems (e.g. EduPay, ParentPay, SIMS, Access, etc.)

### **Knowledge & Understanding**

#### **Essential**

- Sound understanding of:
  - Core accounting principles and best practice
  - Budget construction and financial control
  - Segregation of duties and fraud prevention

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- Safeguarding of public funds and assets
  - Working knowledge of VAT rules
  - Understanding of the importance of compliance, transparency, and value for money

### **Desirable**

- Knowledge of:
  - The Academy Trust Handbook and DfE financial guidance
  - School or academy funding mechanisms (GAG, pupil-led funding, grants, bursaries)
  - Public sector procurement and contract management

### **Skills & Abilities**

#### **Essential**

- Strong analytical and numeracy skills, with high attention to detail
- Effective planning, prioritisation, and time-management skills
- Confident user of financial and payroll IT systems and Excel
- Ability to work both independently and collaboratively as part of a leadership team
- High level of integrity, accuracy, and professionalism

#### **Desirable**

- Experience of financial modelling and scenario planning
- Ability to contribute to longer-term strategic planning

### **Personal Attributes**

#### **Essential**

- Trustworthy, discreet, and able to maintain strict confidentiality
- Proactive, flexible, and solution-focused
- Comfortable working under pressure and to deadlines
- Strong commitment to ethical financial practice and best value

#### **Desirable**

- Interest in professional development within the education sector
- Commitment to supporting the school's educational aims and values

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be

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considered as required by the Equalities Act. You will be expected to work in any part of the support staff faculty.

This Job Definition is effective immediately and replaces all previous versions. The contents and allocation of particular responsibilities may be amended after consultation from time to time.

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There may be some requirement for duties to be undertaken outside of the normal working day.