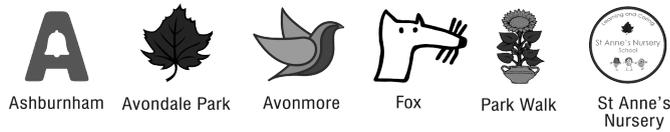


# Fox Federation



**School:** Park Walk Primary School & Seedlings Nursery

**Post:** School Finance and Resources Manager

**Location:** Park Walk Primary School and Seedlings Nursery, SW10

**Salary:** PO1–PO2 (Spine 30–33) £43,542 – £46,437 (FTE) depending on experience  
(Pro rata if Term Time Only)

**Hours:** 36 hours per week, Monday to Friday

**Contract Options:**

- All year round (31 days annual leave), or
- Term Time Only plus 2 additional weeks. Salary for this will be pro rated based on the above Full Time equivalent

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## Main Purpose of the Role

The School Finance & Resources Manager will act as the strategic lead for financial management and resource planning at Park Walk Primary School and its integrated Seedlings Nursery provision.

This is a hands-on leadership role, responsible for the effective delivery of day-to-day financial operations including month-end processes, reconciliations, payroll oversight, accounts payable and receivable, VAT returns, and statutory reporting. The role also encompasses oversight of workforce-related processes, including recruitment coordination, contract management, safer recruitment compliance, and staff HR administration.

Working closely with the Head of School, Federation Senior Leadership Team, HR partners and Governors, the postholder will ensure that financial and resource processes are robust, compliant, and strategically aligned, delivering best value and supporting the long-term sustainability of the school.

The postholder will be supported by the Federation Business Manager, benefiting from strategic oversight, shared expertise, and opportunities to contribute to wider federation working.

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## Key Responsibilities

### 1. Financial Operations & Month-End Processes

- Lead and complete all monthly financial processes, including:
    - Accruals and prepayments
    - Journals and ledger adjustments
    - Review of all income and expenditure
  - Produce accurate monthly management accounts, including:
    - Budget monitoring
    - Variance analysis
    - Forecast outturns
  - Ensure all financial data is complete, reconciled, and audit-ready
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### 2. Reconciliations & Financial Control

- Complete and oversee key reconciliations, including:
    - Bank reconciliations
    - Payroll control accounts
    - VAT control accounts
    - Debtors and creditors
  - Investigate and resolve discrepancies promptly
  - Maintain a robust and accurate balance sheet position
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### 3. Accounts Payable (AP)

- Oversee the full purchase-to-pay cycle:
    - Requisitions → Purchase Orders → Invoices → Payments
  - Ensure all expenditure:
    - Is appropriately authorised
    - Is correctly coded to budget headings
    - Has a clear audit trail
  - Manage supplier queries and ensure timely BACS payment runs
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### 4. Accounts Receivable (AR) & Income

- Manage the collection of all income streams, including:

- Seedlings Nursery fees
    - Lettings income
    - Trips, meals, and parental contributions
  - Ensure:
    - Accurate and timely invoicing
    - Effective debt monitoring and recovery
  - Maintain clear visibility of outstanding debts and cashflow impact
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## **5. VAT & Statutory Returns**

- Prepare and submit VAT returns accurately and on time
  - Ensure correct VAT treatment across all transactions
  - Reconcile VAT control accounts and resolve discrepancies
  - Maintain full supporting documentation for audit purposes
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## **6. Payroll & Staffing Cost Control**

- Prepare and submit monthly payroll variations, including:
    - Starters, leavers, and contract changes
    - Overtime, allowances, and deductions
  - Review payroll reports to ensure:
    - Accuracy of payments
    - Alignment with HR records and contracts
  - Reconcile payroll to budgets and finance system
  - Maintain oversight of pension and HMRC liabilities
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## **7. HR, Workforce & Recruitment**

Work closely with the Federation's HR partners, Head of School and SLT to ensure effective workforce management, HR compliance, and safer recruitment practices.

- Draft, review and issue HR correspondence, including contracts, variations, pay changes, and family/sickness leave, ensuring alignment with payroll and budget implications
- Prepare and coordinate employment contracts and documentation in line with Federation policies and employment legislation
- Act as the link between HR and payroll, ensuring all staffing changes are processed accurately, timely, and with a clear audit trail
- Support recruitment processes as directed by SLT
- Support and maintain robust safer recruitment practices, ensuring compliance with:
  - DBS, right to work, references, and prohibition checks

- Accurate and auditable recruitment records
  - Contribute to the management and regular review of the Single Central Record (SCR), ensuring it is accurate, compliant, and audit-ready at all times
  - Support workforce planning by monitoring staffing pay variables, agency usage, and affordability in line with budget
  - Maintain accurate and compliant HR records and trackers, ensuring all documentation is secure, up to date, and inspection-ready
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## **8. Financial Reporting (LA & Federation)**

- Lead on all statutory and internal financial reporting, including:
    - CFR ( Consistent Financial Reporting) returns
    - Budget submissions and revisions
    - Monthly and Year-end closedown including VAT reports
  - Produce high-quality financial reports for the school and federation's Senior Leadership Team
  - Ensure all deadlines are met and reporting is clear, accurate and insightful
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## **9. Cashflow Management**

- Maintain detailed cashflow forecasts
  - Monitor bank balances and ensure sufficient liquidity
  - Identify risks early and propose mitigating actions
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## **10. Seedlings Nursery Financial Management**

- Oversee all financial aspects of the nursery, including:
    - Fee income and billing
    - Funded hours claims
    - Occupancy and income tracking
  - Monitor:
    - Cost per place
    - Staffing ratios vs income
  - Provide regular reporting on nursery financial performance and sustainability
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## **11. Lettings & Commercial Income**

- Lead the financial oversight of the school's lettings provision, a key self-generated income stream

- Ensure:
    - Accurate invoicing and income collection
    - Effective debt recovery
    - Regular reconciliation of lettings income
    - Working with the School Operations Manager, manage hirers statutory requirements to meet public liability
  - Monitor performance against budget and support income maximisation strategies
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## **12. Procurement & Contract Management**

- Lead procurement processes ensuring compliance with:
    - Local Authority regulations
    - Federation Finance Policy
  - Ensure all purchasing demonstrates value for money and appropriate approvals
  - Maintain and monitor the contracts register, including:
    - Renewal dates
    - Tender requirements
  - Lead or support tendering exercises and supplier negotiations
  - Regularly review school's contracts and SLAs to ensure effectiveness and cost efficiency
  - Working with the School Operations manager, regularly review school's premises related contracts and SLAs to ensure effectiveness and cost efficiency
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## **13. Audit, Compliance & Assurance**

- Maintain a full audit trail across all financial processes
  - Prepare documentation for:
    - Internal audit
    - Local Authority audit
  - Ensure compliance with:
    - LA Scheme for Financing Schools
    - SFVS
    - Internal financial procedures
  - Act as key point of contact for auditors
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## **14. Working Relationships, Coordination & Time Management**

- Take responsibility for effective management of own workload, ensuring all deadlines are met
- Work collaboratively with the School Admin Officer and School Operations Manager to:
  - Provide support to the front office team as required

- Support the office team to maintain efficient day-to-day operations
    - Embed strong financial and procurement processes across the school
  - Ensure effective communication between finance, administration, and operational functions
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## **Person Specification**

### **Qualifications**

- Minimum Level 4 qualification (or equivalent) in finance, accounting, or business (desirable)
  - School Business Management qualification (desirable)
  - English and Maths GCSEs A-C (essential)
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### **Experience**

- Significant experience in financial management and reporting (essential)
  - Experience of:
    - Budget monitoring and forecasting (desirable)
    - Month-end processes and reconciliations (essential)
    - Payroll and financial controls (essential)
  - Experience within an education or public sector setting (essential)
  - Experience of using school financial and management systems (essential)
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### **Essential Skills & Knowledge**

- Strong financial and analytical skills
  - Advanced Excel skills
  - Understanding of school funding and financial processes
  - Strong attention to detail and accuracy
  - Ability to communicate financial information clearly to non-finance stakeholders
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### **Essential Personal Attributes**

- Highly organised and proactive
  - Strong integrity and professionalism
  - Ability to work collaboratively and influence others
  - Flexible and adaptable in a school environment
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**Closing Statement**

This job description is not exhaustive and may be amended to reflect the changing needs of the school. The postholder will be expected to undertake additional duties commensurate with the level of the role.