



## Finance Manager

**Permanent, 37 hours per week; 42 weeks per year, being term time + Inset days + four weeks**

**Hours can be discussed at interview**

**Point 25-28, £36,363 to £39,152 full time equivalent**

**Actual salary £33,286 - £35,835**

## The School

### Where Excellence Meets Opportunity

At Stratford Girls' Grammar School, academic achievement goes hand in hand with a warm, inclusive community and a shared commitment to shaping futures. We are more than a school - we are a place where talented staff thrive, innovate, and make a lasting impact.

### Why SGGS?

We are a highly successful selective academy for students aged 11–18, with 854 learners who bring energy, curiosity, and ambition to every lesson. Our diverse intake from south Coventry, Banbury, Solihull, and Pershore creates a vibrant learning environment that celebrates individuality and fosters collaboration.

### Outstanding in Every Sense

Our reputation speaks for itself. Ofsted judged us Outstanding in November 2022, recognising not only our exceptional academic standards but also the personal development and wellbeing of our students. Results are consistently impressive:

GCSE:	86% grades 9–7
A-level:	82% grades A*–B
Progress 8:	+1.07

Our students progress to the most competitive destinations, including Oxbridge, degree-level apprenticeships, and careers in Medicine, Dentistry, and Veterinary Science – a testament to the quality of teaching and support they receive.

### A School That Invests in You

We continually invest in our facilities and digital infrastructure:

£3.5m Hargreaves building with sports hall, fitness suite, drama studio, and classrooms

£1.5m extension with six new classrooms and a modern library

Refurbished science labs and upgraded historic Manor House

A forward-thinking Digital Strategy with interactive screens, and Microsoft 365 integration to streamline teaching and reduce admin

## A Beautiful Place to Work

The school is located in the small village of Shottery on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

## A Culture of Support and Growth

At SGGS, you'll join a team that values collaboration, creativity, and professional development. Our pastoral care is exceptional, our parents are highly supportive (97% would recommend us), and our Governing Body is engaged and forward-looking.

## The Post

We are seeking to recruit a well-organised, confident, and efficient individual to manage the day-to-day finances of our small school. As a close-knit community, our finance department is compact, which means this role is hands-on and varied: you will be responsible for processing financial transactions as well as overseeing and managing the broader financial operations of the school.

Our systems are modern and efficient, with Xero and Approval Max enabling the automation of many previously manual processes. This allows the finance team to focus on accuracy, compliance, and value-added activities. You will report directly to, and work closely with, the Business Manager and will line manage the other member of the finance department, ensuring a collaborative and supportive working environment.

The successful candidate will be involved in all aspects of school finance, including the budget-setting process and the preparation of year-end accounts. While knowledge of school finance is an advantage, a strong foundation in financial management is essential. You will also be expected to support the Business Manager with monthly and year-end management accounts, undertake reconciliations, and contribute to financial analysis and statutory returns.

This is an excellent opportunity for someone who enjoys both the operational and strategic aspects of finance, and who thrives in a role where attention to detail, integrity, and teamwork are highly valued.

Full details of the role are included in the job description below, with the principal areas being:

- To manage the day-to-day operation of the Finance Department and to line manage the members of the finance team.
- To oversee the operation and maintenance of the School's manual and computerised financial control and information systems.
- To oversee the day to day operation of the School's finance manual and related policies.
- To process all financial transactions.
- To assist the Business Manager in the production of the monthly and year end management accounts by producing the monthly reconciliations for all balance sheet accounts.
- To support the Business Manager with the production of the annual school budget with overall responsibility for department capitations and liaising with staff members with individual budgets at budget setting time and throughout the year, ensuring budget holders are able to manage their resource
- To have responsibility for and oversee the SGGS School Fund records and monitoring
- To undertake financial analysis as required by the Business Manager and Headteacher.

# The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions with regard to this vacancy or wish to visit the school, please contact Jo Betts, Head's PA, in the first instance on 01789 293759 or at [HeadsPA@sggs.org.uk](mailto:HeadsPA@sggs.org.uk).

**Application deadline:** Monday 2<sup>nd</sup> February 2026 at 12pm

**Interviews will be held:** Friday 6<sup>th</sup> February 2026

## Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

## Safeguarding

The personal safety, emotional well-being, and social development of students at SGGS is at the heart of our ethos. All staff are regularly trained and expected to adopt a vigilant, professionally curious approach to safeguarding.

In line with KCSIE 2025, we will conduct online searches on all shortlisted candidates.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

## Privacy Notice

Information about how we handle your data can be found [here](#).

# The Job Description

<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• To manage the day-to-day operation of the Finance Department and to line manage the members of the finance team.</li><li>• To oversee the operation and maintenance of the School's manual and computerised financial control and information systems.</li><li>• To oversee the day to day operation of the School's finance manual and related policies.</li><li>• To process all financial transactions.</li><li>• To assist the Business Manager in the production of the monthly and year end management accounts by producing the monthly reconciliations for all balance sheet accounts.</li><li>• To support the Business Manager with the production of the annual school budget with overall responsibility for department capitations and liaising with staff members with individual budgets at budget setting time and throughout the year, ensuring budget holders are able to manage their resource.</li><li>• To have responsibility for and oversee the SGGS School Fund records and monitoring.</li><li>• To undertake financial analysis as required by the Business Manager and Headteacher.</li></ul>
<b>Specific tasks:</b>	<ul style="list-style-type: none"><li>• To assist the Business Manager with the annual financial audit.</li><li>• To deputise for the Business Manager on all matters relating to finance.</li><li>• To undertake the month end processes including reconciliation of the control accounts, bank accounts, petty cash, credit cards and foreign currency cards.</li><li>• To prepare and post monthly fixed asset and depreciation journals and upkeep of the digital fixed asset register.</li><li>• To continually update the schedules of prepayments, accrued income, accruals and deferred income.</li><li>• To oversee the process of posting nominal journals.</li><li>• To monitor cashflow and highlight any issues to the Business Manager.</li><li>• To produce (where appropriate) monthly expenditure vs budget reports for the Heads of Department and highlight any issues to the BM.</li><li>• To assist in providing financial analysis, statistics and returns for the DfE ensuring compliance with Local Authority, DfE regulations and statutory requirements.</li><li>• To prepare, process and submit the monthly VAT return ensuring it is completed and submitted by the deadlines set by the HMRC.</li><li>• To design, monitor, control and undertake the procurement to pay processes for the school, ensuring authorisations are received as required, best value is sought on purchases and invoices are paid in accordance with the agreed terms and conditions.</li><li>• To oversee the ordering process and ensure that the most competitive prices are obtained and that expenditure is within budget.</li></ul>

	<ul style="list-style-type: none"> <li>• To place orders with suppliers, oversee the goods receipt confirmation process and chase and process invoices</li> <li>• To oversee the payment run and to ensure that all invoices and payments are correctly authorised in accordance with the School's purchasing policy.</li> <li>• To produce monthly expenditure vs budget reports for the Heads of Department and highlight any issues to the Business Manager.</li> <li>• To make sure that all customers are invoiced for goods and services supplied by the school.</li> <li>• To manage the aged debtors and creditors and ensure that any monies due to the school are recovered.</li> <li>• To make sure that any monies received are banked and that all income received is posted to the financial system.</li> <li>• To oversee the administration of the ParentPay system to collect and record income for trips, School fund and lunch money and ensure that non-payers are chased as necessary.</li> <li>• To oversee the lunch payments system, liaising with Catering and IT where required.</li> <li>• To have responsibility for the reconciliation of the trip control account.</li> <li>• To respond to financial support requests from parents and carers and to ensure the list of pupils eligible for Free School Meals is kept up to date.</li> <li>• To manage the SGGS Fund and Campaign bank account, to record expenditure and donations and reclaim Gift Aid where and when appropriate.</li> <li>• To keep all records for the School Fund, arranging the accounts preparation with the independent accountants and arranging and presenting to the AGM with the Trustees.</li> <li>• To assist the Business Manager in applying for suitable grants.</li> <li>• To carry out any other duties as directed by the Headteacher or Business Manager within the scope of the grade and role</li> </ul>
--	---

## The Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Levels together with good GCSE or equivalent in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Business Degree Accounting qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a financial administrative role within a school and evidence of knowledge of financial and accounting procedures.</li> <li>• Experience of working with Microsoft Word, Excel and financial accounting packages and software.</li> <li>• Experience of setting up databases and spreadsheets.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Bromcom and Xero.</li> </ul>
<b>Professional Knowledge, Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Understanding of bookkeeping / financial accounting</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the School's wider community</li> </ul>

	<ul style="list-style-type: none"> <li>• Competency in use of financial software.</li> <li>• Excellent IT skills including Microsoft Word and Excel.</li> <li>• Excellent analytical and numerical skills.</li> <li>• Good time management and organisation skills.</li> <li>• Knowledge of financial regulations.</li> <li>• Commitment to Professional Development</li> <li>• Strong ethics, with an ability to manage confidential data.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal integrity, honesty and sound judgement.</li> <li>• Ability to work well under pressure and meet deadlines.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to communicate highly effectively with outside agencies.</li> <li>• Ability to handle difficult situations.</li> <li>• Ability to manage a team.</li> <li>• Respect and empathy towards others.</li> <li>• Positive, enthusiastic outlook.</li> <li>• Positive approach to change and continuous improvement.</li> <li>• Ability to maintain a sense of perspective and a good sense of humour.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to manage time effectively.</li> <li>• Committed to the protection and safeguarding of children and young people.</li> <li>• Values and respects the views and needs of students and has positive, caring and pastoral abilities.</li> <li>• A keen eye for detail.</li> <li>• Flexibility and willingness to work beyond the normal day when required and when possible</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to maintaining the unique and caring ethos of the school</li> </ul>	