



JOB DESCRIPTION

Job Title:	Finance Manager
Contract:	Permanent, Term Time + 5 INSETS + 3 weeks (including last week of August and two other weeks of school closure to be agreed)
Hours:	37.5 hours per week (Monday to Friday, 8:30am to 4:30pm)
Location:	Bishop's Stortford, Hertfordshire, Office Based (vehicle required for travel between sites)
Salary:	M3 40 – M5 49 plus London Fringe allowance (FTE £51,356 - £61,421 + £729, pro rata £49,547 - £59,121)
Reports to:	Chief Finance Officer (CFO)

Purpose of the job

The Finance Manager will play a key part in the strategic leadership of the Trust Finance Hub, working closely with the CFO to shape and drive financial strategy, ensure robust financial control, and enhance decision-making across the Trust.

The Finance Manager will be a Team Leader and have oversight of financial operations across the Trust, providing strategic financial support to the CFO.

Main areas of responsibility

A. Leadership and Strategy

- Take delegated responsibility for the financial processes, monitoring and decisions as agreed with the CFO.
- Support the CFO lead the financial planning, budgeting, and forecasting processes across the Trust, ensuring consistency, accuracy, and alignment with organisational objectives.
- Provide financial expertise and challenge to the CFO, supporting effective financial decision-making.
- Liaise with the Headteachers within the trust on individual school financial needs, ensuring they are confident and reassured by the level of information and support offered.
- Work with the CFO to ensure the successful transfer of new schools into the trust, ensuring smooth financial due diligence and transition.
- Ensuring compliance with the Academies Trust Handbook, financial regulations, and best practices, working closely with the CFO during Budget setting and statutory audit cycles.
- Report to Trustees, Governors and Trust Executive, either directly or indirectly, as required.
- Provide support as relevant to the trust, schools and their senior leadership teams.

B. Financial Management and Control

- Support the CFO and Assistant Finance Manager to prepare Trust and school annual budgets for submission to the appropriate governor committees and Trust board.
- Actively monitor the agreed budgets/reforecasts and advise the Headteachers and CFO of any variations and prepare proposals to address those variations.
- Responsibility for day-to-day financial controls, ensuring the integrity and accuracy of financial records, compliance with audit requirements, and effective financial risk management.
- Responsibility for quality assurance of finance team work and co-ordination of workflow and task management.





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- Lead on the production of consolidated monthly management accounts, including variance analysis, forecasting, and scenario planning.
- Ensure robust balance sheet management, including reconciliations and fixed asset register maintenance.
- Assist in completing all internal and external financial returns including VAT returns, BFR, SRMSAT etc.
- Implement and monitor internal controls framework and fraud prevention measures.
- Develop KPIs for financial performance and benchmark against DfE guidance.

C. Operational and Team Leadership

- Line management of the Assistant Finance Manager and Finance Assistants.
- Act as an initial point of escalation for Assistant Finance Manager and Headteachers.
- Lead, in co-ordination with the CFO, regular team meetings.
- Support and develop finance team members, ensuring a high-performance culture that aligns with the Trust's values and objectives.
- Provide training and guidance to Assistant Finance Manager and Finance Assistants to enhance financial literacy and compliance.
- Work with the finance team to ensure efficient and effective transactional processing.
- Support the drive for continuous improvement initiatives within the finance function, streamlining processes and recommending best practices to enhance efficiency and effectiveness.
- Develop and maintain strong relationships with the Executive, Headteachers, senior leaders, and external partners.
- Identify and pursue income-generating activities and cost-saving opportunities in liaison with the CFO and Assistant Fin.

D. Other Duties

- To have Trust related responsibilities such as procurement policy, financial handbook updates, etc.
- To perform any other reasonable tasks as requested by the Executive team or senior leaders within the trust.

General Duties

A. Whole-school organisation, strategy and development

- Demonstrate the vision and values of the Academies in everyday work and practice.
- Contribute to the development, implementation and evaluation of the Academies' policies, practices and procedures.

B. Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.

C. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the Academies.
- Develop effective professional relationships with colleagues.





D. Management of staff and resources

- Direct, supervise and provide support to staff assigned to them.
- Contribute to the recruitment, selection, appointment and professional development of staff.
- Monitor quality and standards of resources delegated to them.

E. Professional development

- Take part in the Academies' appraisal procedures.
- Take part in further training and development in order to improve own performance.
- Where appropriate, take part in the appraisal and professional development of others.

F. Communication

- Communicate effectively with pupils, parents/carers, colleagues, wider Academies community and Trustees/ governors.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

May 2026

