



## **The Bishop's Stortford High School**

### **Finance Manager**

**Full time: 37 hours per week**

**Pay scale M1 – from £42,839**

### **Immediate start**

Are you an experienced financial professional looking for a new challenge? The Bishop's Stortford High School is seeking to appoint a dedicated and conscientious Finance Manager to oversee our financial operations and support the school's strategic goals. Key Responsibilities include managing the school's budget, overseeing payroll, invoicing, financial reporting, compliance with financial and school policies, manage Health & Safety policies, as well as managing relationships with all stakeholders both internal and external. Experience in school finance, book-keeping or demonstrable equivalent experience is essential.

#### **What we are looking for:**

- An experienced user of payroll software
- Strong IT skills and excellent working knowledge of spreadsheets.
- Ability to work to tight deadlines and remain calm under pressure.
- Meticulous attention to detail.
- A well-organised, proactive individual with the ability to work effectively as part of a team
- An individual who works well with staff and students alike
- Use tact and discretion when dealing with confidential information.
- An understanding of school systems is desirable but not essential

#### **What we can offer you:**

##### **Professionally:**

- A brand new, state-of-the-art, purpose-built school creating a fantastic new working environment
- A busy department situated in an office in the heart of the school.
- Staff training days to support staff CPD
- A highly visible Senior Leadership Team
- A Black & Gold team spirit amongst staff and students.

##### **Personally:**

- Generous pension benefits
- Access to Employee Assistance Programme - Smart Clinic
- Free school lunch every day
- Well serviced staff room providing a comfortable environment with free tea and coffee

- Access to Mental Health First Aiders
- Free on-site secure parking for every employee
- 20 Electric Vehicle charging points on site (paid for by the individual)
- Annual Flu jabs (free)
- Opportunities to get involved with school events: Black, Gold & Green week, running club etc
- Free school tickets to all our regular high-quality concerts, musicals, shows recitals and other entertainment held at school.
- Staff association organise social activities including staff football, Christmas meal etc

The Bishop's Stortford High School is a popular, oversubscribed 6FE school of 1260 students, providing a single-sex education for boys in Years 7 to 11 with a thriving mixed sixth form of close to 400 students, including 133 female students. This is a very exciting time to be joining our *Outstanding* school, as we relocated to a brand-new state-of-the-art school, in September 2024, on a large site less than a mile from our previous location.

An application form and further details are available from the Headteacher's PA, Mrs C Hughes, at the school – [vacancy@tbshs.org](mailto:vacancy@tbshs.org) or can be downloaded from the website: [www.tbshs.org](http://www.tbshs.org) **Applications by CV will not be accepted.**

*(We reserve the right to interview and appoint before the closing date, should a suitable candidate apply)*

*TBSHS is committed to safeguarding and promoting the safety and welfare of all our children and expects staff to share this commitment. A Disclosure Barring Service check is required for all successful applicants.*

Applications by: Midday, Thursday 5 February 2026

Interviews: w/c Monday 9 February 2026

The Bishop's Stortford High School, Beaumont Avenue, Bishop's Stortford. CM23 4SH