



RECRUITMENT PACK

FINANCE MANAGER

Closing Date: 12 noon, Monday 29th June 2026





**11-18 Mixed, Multi-ethnic, Outstanding Academy
1700 on roll (inc 300 in Sixth Form)
One of Brent's most over-subscribed schools**

FINANCE MANAGER

**Salary Scale PO3 34-37 £45,091-48,226 (pro rata £40,471-£43,284)
35 hours per week Term Time + 10 days
(Part time candidates and flexible hours will be considered)**

We are looking for an enthusiastic and motivated Finance Manager to join our busy and supportive finance team within vibrant school environments.

You will play an important role in supporting the day-to-day financial and administrative operations of the Trust, including processing payments, maintaining accurate records, assisting with financial reporting, and providing excellent customer service to parents, students, and staff.

What we're looking for:

- An organised, reliable, and detail-oriented individual with a genuine interest in finance and administration.
- A team player with strong communication and interpersonal skills who can interact professionally with parents, students, and colleagues.
- 5 GCSEs (or equivalent) grades A*–C, including English and Maths.
- Good IT skills, including confidence using Microsoft Office applications, particularly Excel.
- The ability to handle confidential information with discretion and professionalism

To apply please refer to: -

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](#)

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JOB DESCRIPTION

Job Title: Finance Manager

Reporting to: The Trust's CFOO

General Responsibilities

The Finance Manager will be responsible for leading the finance department across the school and the successful candidate will be supported and report to the CFOO of the Trust. He/She will manage the finance staff based at Claremont High School.

The post holder will have access to and be responsible for all confidential financial information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Purchase Ledger Responsibilities

- Oversight of the school's procurement processes including adherence to procurement and tendering procedures as well as oversight of purchase ordering and commitment reporting processes;
- Oversight of the weekly supplier payment process (ensuring invoices are inputted, matched, coded and authorised correctly, supplier payment terms are adhered to and supplier payments are made by BACS or cheque on time);
- Assisting in the resolution of payment queries and disputes;
- Oversight of finance staff across the Trust;
- Processing staff expenses and managing petty cash;
- Management of the school's credit card;
- Ensuring purchase records are well maintained;
- Maintaining creditor control checks.

Sales Ledger Responsibilities

- Oversight of sales invoicing for revenue generating initiatives e.g. lettings;
- Reconciling customer accounts and bad debt management;
- Distributing sales invoices and credit notes to customers and maintaining sales ledger records;
- Oversight of credit control procedures ensuring payments are received on time;

Cash Management Responsibilities

- Undertaking monthly bank reconciliations on IRIS Financials for review by the Trust's Executive Headteacher;

- Oversight and management of the school's cashflow including the preparation of monthly cashflow forecasts;
- Oversight of cash counting within the school and ensuring it is banked in a timely manner;
- Oversight of the school's other day to day banking needs e.g. withdrawing petty cash, banking cheques etc.

Cashless Payment System Responsibilities

- Management of the school's cashless payment system ParentPay
- Oversight and set up of all payment items in ParentPay e.g. trips, before and after school clubs, music tuition and other extended school activities;
- Issuing parent activation letters and assisting parents with account set up issues;
- Issuing payment reminders to parents in respect of payments that are overdue;
- Issuing all refunds and chasing overdue debts;
- Reconciling Parent pay receipts and ensuring that cash and income is correctly recorded.

Payroll Responsibilities

- Working with the Trust's CFOO to ensure accurate payroll advice is provided to school employees and assist in maintaining accurate employee payroll records;
- Assisting with pension queries under the instruction of the CFOO;
- Assisting in the resolution of any payroll discrepancies;
- Ensuring compliance with HMRC PAYE and NI;
- Liaising with internal and external auditors for all pay related queries.

Budgetary Control and Financial Reporting Responsibilities

- Filing of the Trust's quarterly VAT return;
- Assisting the CFOO in preparing the Trust's statutory accounts;
- Assisting in the annual external and relevant internal audits;
- Assisting and preparing all financial information for the Department for Education;
- Preparing other financial reporting information to aid the decision making of the CFOO and Headteachers.

PERSON SPECIFICATION

The personal competencies expected of the Finance Manager are:

- The ability to communicate clearly and tactfully using appropriate methods particularly with non-financial colleagues;
- The ability to maintain positive relationships with all and the ability to work as an effective and flexible part of a team;
- The ability to prioritise effectively, meet deadlines and accept challenges;
- The ability to lead and manage others.

The professional competencies expected and or desired of the Finance Manager are:

- Excellent mathematical, analytical and numerical skills, with the ability to provide solutions;
- Excellent communication and interpersonal skills;
- The ability to demonstrate excellent attention to detail;
- The ability to work flexibly and embrace change;
- The ability to be flexible in managing and planning daily, weekly, monthly workloads;
- The ability to work to tight deadlines;
- The ability to maintain confidentiality at all times, and use tact, diplomacy and empathy where necessary;
- The ability to motivate and to always add value;

The qualifications and previous experience required of the Finance Manager are:

- Qualified or part qualified accounting qualification (ACA, ACCA, CIMA or CIPFA);
- Extensive accounting system knowledge (e.g. IRIS Financials);
- Previous experience of a cashless payment system (e.g. ParentPay or Arbor Pay);
- Previous experience of internet banking;
- Experience of designing and implementing internal controls and audit;
- Strong technical competence in Microsoft Office;
- Strong MIS skills with an ability to swiftly learn bespoke IT systems.