



# Working at Lawrence Sheriff School



**DIRECTOR OF FINANCE AND  
CHIEF FINANCIAL OFFICER**

# DIRECTOR OF FINANCE AND CHIEF FINANCIAL OFFICER

Permanent – Full time

37 hours per week, 52 weeks per year

Scale O - S (points 32 – 43): £48,226 - £60,208 per year, pay award pending  
Salary dependent on the qualifications, experience and skills of the successful candidate

Required from September 2026

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*'This school is a truly special place. Pupils flourish here' Ofsted March 2022.*

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

The Director of Finance and Chief Financial Officer will be joining the school at an exciting time as we embark on transitioning from a Single Academy Trust to a Multi Academy Trust.

We are seeking to appoint a highly organised professional to provide expert leadership for finance operations at school level while also contributing to the trust's wider financial stewardship, compliance and long-term sustainability. The successful candidate will be a key leadership and professional support, working across both Lawrence Sheriff School and the newly forming Multi Academy Trust.

This role will suit a highly credible finance professional who is equally comfortable with detail and direction, capable of operating hands-on when needed while also helping leaders think well about the future. They will have excellent interpersonal skills to liaise with all stakeholders and possess the ability to manage multiple workstreams, while having strong written and verbal communications skills.

If you are excited by the opportunity to help shape successful school finance practice, provide assured trust leadership and play a visible role in the next chapter of our journey, we would be delighted to hear from you.

For further information please contact the Personnel department: Tel: 01788 843700, Email:  
[recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com)

Closing date for applications:

**09.00 am on Tuesday 16 June 2026**

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.  
The successful applicant will be required to undertake an Enhanced DBS check.*



# DIRECTOR OF FINANCE AND CHIEF FINANCIAL OFFICER

## JOB DESCRIPTION

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**Line Manager:** Headteacher

**Salary:** Scale O - S, points 32 – 43 (£48,226 - £60,208 FTE)

Salary dependent on the qualifications, experience and skills of the successful candidate.

The successful candidate will be appointed at a fixed point within the scale range at the Headteacher's discretion.

**Hours of work:** 37 hours per week, for 52 weeks per year

Some element of working from home would be considered.

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### **Post Objectives**

Provide professional and strategic leadership for financial operations at school level while playing a key role in supporting the trust's wider financial stewardship, compliance and long-term sustainability.

Act as the trust's named CFO, ensuring strong financial stewardship, compliance, sustainability and value for money.

Lead school-level finance operations while working in close partnership with finance partners on management accounts, payroll, pensions, VAT and regulatory returns.

Support executive leaders and trustees with clear financial information, analysis and advice.

At school level, contribute to the achievement of the school's aims and priorities as identified within its development plan and ensure high standards of financial probity and value for money at all levels within the school.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

### **Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

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## **About the role**

The Director of Finance and Chief Financial Officer will be joining the trust at an exciting time as we embark on transitioning from a Single Academy Trust to a Multi Academy Trust.

The role is deliberately balanced and offers both a strategic leadership of a CFO not removed from operational reality and but also transactional activities of finance management. The successful candidate will take genuine ownership of trust-based finance activity while working in close partnership with finance partners on management accounts, balance sheets, payroll, pensions, VAT returns and wider statutory and regulatory returns.

We are seeking to appoint a highly organised professional to provide leadership for finance operations at school and trust level while also contributing to the trust's wider financial stewardship, compliance and long-term sustainability. The successful candidate will be a key leadership support and professional support working across The Sheriff Partnership.

As the trust's named CFO, the postholder will also provide assurance, analysis and advice to senior leaders and trustees. They will help ensure that financial information is accurate, timely and trusted, that internal controls are secure and proportionate, and that leaders are able to make well-informed decisions which support educational excellence, inclusion and responsible growth.

This role provides an opportunity to make a real difference within an organisation that recognises the link between effective operations and a strong moral purpose. Our ethos is that we put people at the centre of all that we do and we do things the right way. The successful candidate will be valued, supported, and heard, working closely with leaders who are deeply committed to achieving the best outcomes for children, families, and colleagues.

## **Responsibilities**

### **Main Duties**

#### **Strategic financial leadership**

- Lead the financial operation for The Sheriff Partnership, Lawrence Sheriff School and The Griffin Primary School in line with trust priorities and educational aims
- Advise the Chief Executive Officer and Trust Board, Headteachers and trustees of the local governing bodies on financial planning, risk, opportunity and sustainability
- Lead on trust-wide financial planning, business cases and modelling which support future growth and resilience

#### **Operational finance and partnership working**

- Oversee and coordinate day-to-day finance operations at trust and school level, ensuring accurate processing, timely workflows and strong support for budget holders
- Work closely with finance partners on management accounts, budgeting, balance sheet reporting, payroll, pensions, VAT returns, cash flow oversight and statutory returns
- Be well-versed in and manage the internally run payroll system in collaboration with the Personnel function
- Provide appropriate professional challenge and quality assurance so that outputs are accurate, timely and decision-useful



### **Budgeting, reporting and compliance**

- Lead the annual budget-setting process for the trust and monitor in-year performance against plan
- Provide clear monthly and termly reporting, identifying variances, risks and opportunities
- Ensure compliance with trust policies, funding requirements, audit expectations and the Academy Trust Handbook

### **Assurance, systems and wider contribution**

- Lead internal and external audit activity and direct finance, audit and risk discussions
- Lead and improve finance systems, controls and processes so that they are proportionate, reliable and well understood
- Work with senior colleagues on risk management, procurement, capital planning and wider strategic projects that support trust growth and organisational resilience

### **Budgets, strategic plans and governance**

- Take responsibility for the implementation of internal procedures and policies across the trust to ensure that financial regulations are complied with
- Develop and maintain a strategic financial plan and advise the CEO on the financial strategy in order to support the aims and development of the trust
- Prepare monthly financial reports for the CEO and Trust Board, comparing any variances between budgeted and actual income and expenditure
- Manage the cash flow of the trust, including producing cash flow reports to ensure that debts can be paid when they fall due
- Prepare papers for and attend the Finance Committee and Audit & Risk Committee meetings
- Prepare 3-year school/trust budget
- Ensure that financial standards are complied with in line with current legislation
- Maintain the relationship with the trust's bank and ensure that continued communication with the bank is maintained
- Assist the CEO in maintaining the school's risk register and reporting to the Audit & Risk Assurance Committee
- Maintain accounts and prepare reports for the Foundation, a charity under common control with the Lawrence Sheriff School
- Take responsibility for the trust's internal and external audits and report back to the Audit & Risk Assurance Committee
- Maintain the relationship and links with Rugby School and attend the London Estates Committee meeting, ensuring that the London Estates Rental Income is well managed

### **Accounting procedures, internal controls and processes**

- Take responsibility for keeping the trust's Finance Policy up to date and reviewing internal procedures where necessary to improve efficiencies and value for money
- Manage communications with the trust external auditors and ensure information is shared with the Headteacher and Trust Board
- Ensure maximum return on investments
- Compare financial performance against other schools and academies



- Cooperate with the Operations Manager on all insurance matters, ensuring all correspondence and other relevant paperwork is completed to enable insurance cover to be effective
- Maintain the school Fixed Asset Register, managing capital expenditure and calculating depreciation
- Oversee the completion of the expenditure accruals and prepayments and reconcile to the control accounts
- Prepare the BACS run and cheque payments of suppliers, staff expenses and bursary payments for authorisation
- Produce the year end reports and financial statements to ensure they are filed with the DfE as per the requirements of the Academy Trust Handbook
- Prepare and file the relevant financial returns for the DfE to ensure they are filed by the relevant deadline

### **Payroll**

- Review monthly changes in pay (starters, leavers, overtime claims, contractual variations) and ensure that these have been processed correctly by Personnel
- Manage the school payroll
- Co-ordinate with the Personnel department and payroll providers to resolve any queries on pay matters
- Manage the Teachers' Pension Scheme and the Local Government Pension Scheme to ensure monthly returns are filed and that the appropriate year end procedures are followed
- Administer employee benefit schemes
- Communicate with other relevant parties (Student Loan Company etc.) where necessary on behalf of employees

### **Management of Finance Department**

- Be responsible for the trust's finance staff, including appraisal and appropriate training

### **Company Secretary**

- Work with the Governance Professional to ensure the school and its Directors/Trustees fulfil all legal requirements
- Update the information held at Companies House and the Charity Commission on a regular and timely basis, ensuring that information is up to date and that accounts are filed appropriately

### **General duties**

- Attend required meetings and training sessions
- Support safeguarding and child protection measures and promote the welfare of students
- Follow school policies, practices and procedures
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment
- Complete all tasks to the highest possible standard
- Be punctual and discreet
- Work on own initiative
- Report any issues or incidents to your appropriate supervisor
- Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher



- Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



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## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Degree-level education or equivalent professional experience</p> <p>Recognised accountancy qualification or part-qualification, for example ACCA, CIMA, CIPFA, ACA or equivalent</p>	<p>Membership of a relevant professional body</p>
<b>Experience</b>	<p>Substantial senior finance experience in a complex organisation</p> <p>Experience of budget setting, forecasting, management accounts, financial reporting and internal control</p> <p>Strong understanding of financial planning, compliance, risk and value for money</p> <p>Ability to present complex financial information clearly to non-finance colleagues, governors and trustees</p> <p>Strong IT skills, including Excel and finance systems, with a sharp eye for accuracy and detail</p> <p>Evidence of continuing professional development</p>	<p>Experience in an Academy Trust, school, public sector or charitable environment</p> <p>Experience of payroll, pensions, VAT and statutory returns</p> <p>Knowledge of academy trust regulation, funding, audit and governance</p> <p>Relevant leadership or management training</p> <p>Experience of supporting organisation-wide strategic planning, growth or change</p> <p>Experience of working across more than one organisational layer, for example school and trust, or operational and strategic finance leadership</p>
<b>Skills and Aptitudes</b>	<p>Credibility and presence to operate confidently at senior leadership and board level</p> <p>Ability to lead with integrity, discretion and sound professional judgement</p> <p>Experience of building productive relationships with external partners, auditors or advisers</p> <p>Capacity to improve systems, controls and processes so that they support high-quality delivery and long-term resilience</p>	<p>Ability to influence wider organisational improvement beyond the finance function itself</p>



Excellent written and verbal communication skills

Ability to communicate and interact with stakeholders across all functions, levels and areas

A proven ability to multitask

Be a strong team player with a clear commitment to the development of an effective and efficient department

Be able to use initiative to organize and take responsibility for the necessary tasks

Ability to research and find answers to problems

**Personal Qualities**

Calm, dependable and values-driven

Organised, solution-focused and able to manage competing priorities well

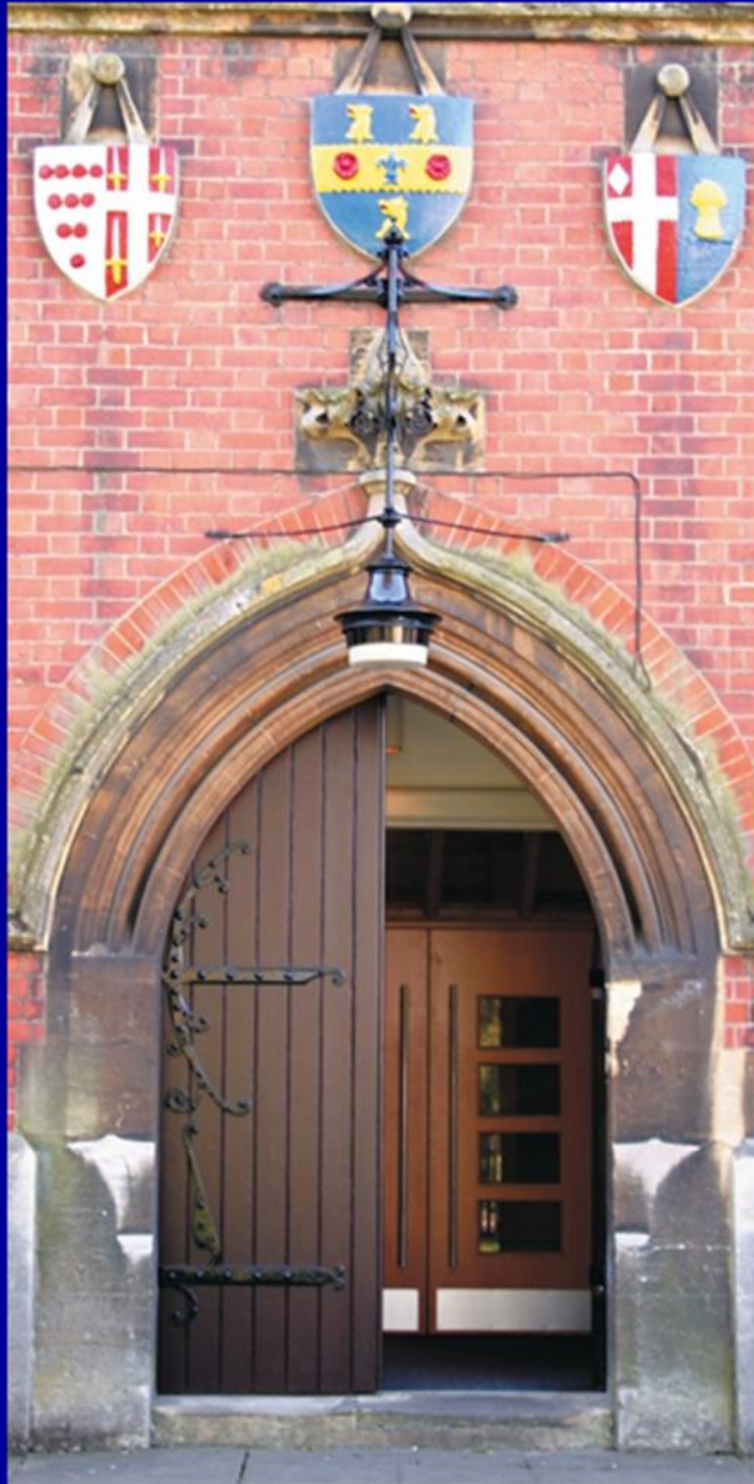
Committed to equity, inclusion and the welfare of children and young people

A genuine belief that strong finance leadership helps create better opportunities for students and staff

Ambition to continue growing in trust finance leadership over time

Willingness to work towards further professional qualification or membership, with employer support where appropriate





**Lawrence Sheriff School opens doors  
for both students and staff.**

**Why not join us?**



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