

Bishop Stopford School

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FINANCE MANAGER

*Application pack
July 2026*

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Our Intent

At Bishop Stopford School, our aim is that every student should realise his or her unique potential. Our Christian ethos and core values are expressed in all that we do: the culture is articulated through highly productive relationships and there is a strong sense of identity and belonging. As a result, our curriculum nurtures and challenges, prioritises individual worth and social cohesion, and fosters independence and interdependence. Character development goes hand in hand with our striving for academic excellence. We want students to leave us happy and healthy, with a strong moral compass as well as with qualifications which have integrity.

Aspiration underpins our curriculum: it is designed so that no student is left behind or left out because of social, learning or other disadvantage. Both the taught and the wider curriculum are carefully planned to ensure that not only are students' basic skills secured, but they provide the foundation for future success. We aim to develop highly literate and knowledgeable learners who are creative, self-regulating and resilient. They have opportunities to develop depth as well as breadth, and because they are socially equipped, they can engage confidently with the wider world.

Underpinning Principles:

- Leadership of the curriculum is active, reflective and research-informed.
- Our curriculum is unapologetically academic and knowledge-driven, ensuring Bishop Stopford students are engaged and thoughtful learners.
- Our curriculum is holistic: the spiritual, social and moral imperatives are as strong as the academic.
- Key Stage 3 lasts for Years 7-9 to allow the range of subjects to be studied and to build secure foundations for the two-year GCSE programmes of study.
- Curriculum is structured to ensure effective progression through the key stages and beyond school to further study or employment.
- Our curriculum enables all learners to progress, though development of a rich language base and challenge in every lesson



Letter from the Headteacher

July 2026

Our Ref: JS/HP

FINANCE MANAGER

Thank you so much for accessing details of our Finance Manager post. I am aware that there are other opportunities in schools for a Finance Manager, and you will be wondering what makes it worth your while to apply to us. Besides our very recent Ofsted inspection (April 2025), where Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management were all graded Outstanding, here are a further three good reasons to apply for this position in particular:

1. an excellent financial history, with clean audits and effective working practices;
2. a strong Finance Team with good experience in school finance processes and accountability frameworks;
3. a commitment to your professional development in line with your career aspirations and our ambitious aims.

Our trustees are always impressed with the meticulous work of the Finance function of the Academy. Finances are in a healthy position and our auditors, with whom we have had a long relationship, are impressed with the robust procedures and policies which lead to our effective practice. So we would very much welcome your application if you have a real vocation for this specialist field in education, and you can work in sympathy with our values.

We are very proud that our Academy is so successful. Our progress places us in the top 1% schools nationally. Ofsted commented on the 'remarkable' achievements of students, the 'exceptional' and 'inspirational' provision for personal development, and students' exemplary behaviour. These judgments are triangulated in the achievement of a number of quality marks, such as entry in the Good Schools Guide, the national Anti-Bullying Award and Careermark Gold.

Fabulous relationships make our Academy a wonderful place to work – and those are evident in the staff team and with students and parents too. In short, work at Bishop Stopford School and you will be cared for personally and professionally. Your career and wellbeing are paramount. It was a pleasure that in our Staff Survey of July 2026 and recent Ofsted inspection that 100% of respondents said they were proud to work here. Just a few of their comments were:

- Staff are supported and provisions are made if further support is required. Systems are organised and work effectively. Support teams are very helpful and make teachers' lives easier. A very well-run school, where staff are listened to and students perform really well.
- Integrity in all aspects of school work: strategy, staff development, curriculums, relationships, governance
- The best thing about working at Bishop is the feeling of community: staff really care about students and other members of staff. I am new and everyone has been extremely welcoming and genuinely happy to get to know me.

If you have any queries about the advertised post which are not answered in the information provided, or if you would like to arrange a visit, please contact Clare Curchin on ccurchin@bishopstopford.com

We very much look forward to hearing from you.

Yours sincerely

Jill Silverthorne
Headteacher



Job Description

Salary

NJC Scale Grade 10 (£42839 –46142) FTE

Contract

37 hours per week, full year (52 weeks) with annual leave entitlement in accordance with NJC conditions

Job Purpose

To lead and manage the financial operations of Bishop Stopford School, ensuring robust financial control, compliance with academy trust and statutory requirements, and the provision of high-quality financial information to support strategic decision-making.

The Finance Manager will work closely with the Headteacher, Senior Leadership Team, Trustees and external auditors to ensure the effective stewardship of public funds and the long-term financial sustainability of the school

Key Responsibilities:

Strategic Financial Management

- Support the Headteacher and Trustees in developing and maintaining a balanced annual budget and three-year financial plan.
- Produce regular management accounts, forecasts and financial reports for senior leaders and Trustees
- Attend Trustee meetings to present financial reports
- Advise senior leaders on the financial implications of strategic and operational decisions.
- Undertake scenario modelling to support staffing, curriculum and estate planning.
- Identify opportunities for efficiencies and value for money.

Budget Planning and Monitoring

- Prepare annual revenue and capital budgets.
- Submit annual Budget Forecast Return
- Monitor income and expenditure against budget throughout the year.
- Investigate and report budget variances.
- Produce monthly budget monitoring reports for the Headteacher and Trustees.
- Support budget holders in monitoring expenditure and identifying savings.

Financial Operations

- Oversee purchase ledger, sales ledger and nominal ledger functions.
- Ensure all transactions are processed accurately, promptly and follow correct accounting procedures.
- Manage banking arrangements and cash flow.
- Authorise payment runs in accordance with delegated authority levels.
- Maintain effective controls for ordering, purchasing and procurement.
- Monitor and reconcile all accounts on a regular basis.
- Ensure the asset register is maintained accurately.



Academy Compliance and Governance

- Ensure compliance with:
 1. Academy Trust Handbook requirements.
 2. ESFA financial regulations.
 3. Internal financial procedures.
 4. Procurement regulations.
 5. Audit requirements.
- Lead preparation for internal and external audits.
- Coordinate responses to audit recommendations.
- Together with the Business Manager ensure financial policies are reviewed and updated regularly.
- Support Trustees through the provision of accurate and timely financial reporting.

Financial Reporting

- Produce monthly management accounts.
- Prepare year-end accounts and supporting schedules.
- Complete statutory and regulatory returns.
- Support the preparation of annual accounts for audit.
- Provide benchmarking information and financial analysis to leadership and governors/trustees.

Payroll and Staffing Finance

- Reconcile payroll control accounts
- As part of a wider team enter variances to pay and check payroll monthly.
- Monitor staffing budgets and projected salary costs.
- Analyse pension and staffing cost implications of workforce changes.
- Liaise with payroll providers and pension agencies.

Income Generation and Contracts

- Monitor grants and restricted funding streams.
- Ensure accurate financial reporting against project funding.
- Support school lettings and other income-generating activities.
- Evaluate contracts and service-level agreements to ensure value for money.

Risk Management

- Maintain strong internal financial controls.
- Contribute to the school's risk register.
- Identify financial risks and propose mitigating actions.
- Ensure compliance with fraud prevention and whistleblowing procedures.

Leadership and Management

- Lead, motivate and develop finance staff.
- Conduct performance management and appraisal processes.
- Promote high standards of customer service and accountability.
- Contribute to whole-school improvement initiatives.

Safeguarding and Professional Responsibilities

- Safeguard and promote the welfare of children and young people.
- Comply with all safeguarding, safer recruitment and child protection procedures.
- Adhere to school policies including GDPR, health and safety and equality legislation.
- Undertake training and professional development as required.



Person Specification

Attributes	Essential	Desirable
Education/ Qualification and special training		- Degree, AAT Level 4, CIMA, CIPFA or equivalent finance qualification - Qualified or part-qualified accountant
Experience	- Significant financial management experience - Experience of working within a School, Academy or public sector environment - Experience of budget planning and monitoring - Experience of management accounting and financial reporting - Experience of audit processes and compliance requirements	- Experience of line management - Experience of payroll oversight
Knowledge and Skill	- Excellent financial analysis skills - Strong ICT and Excel skills - Experience of accounting software and financial systems - Ability to explain financial information to non-finance colleagues - Excellent organisational skills - Strong attention to detail - Commitment to safeguarding and school values	Academy Trust Handbook and ESFA knowledge
Persons Attributes	- Honesty and integrity - Ability to work hard, flexibly and to adapt quickly to changing contexts and circumstances - Excellent interpersonal skills - Understand the educational mission of the school and the stewardship of public funds. - Build positive working relationships with trustees, governors, school leaders and support staff. - Demonstrate integrity, discretion and professionalism. - Contribute to the school's long-term sustainability and continuous improvement. - To support the Christian ethos and values of Bishop Stopford School.	





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