



Alfriston School

Sports College

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December 2025

Role:	Director of Finance
Salary:	Bucks Pay Range 10-12 ISN 51-65 £59,656-£82,358 Actual £36,277- £50,082 (Depending on Experience)
Contract Type:	Permanent, 52 Weeks
Hours:	Part Time – 22.5 Hours Per Week
Start Date:	ASAP

Join Us at a Transformational Moment

Alfriston School is entering an exciting new chapter. Rooted in nurture, strong relationships, and bold aspirations, our school community is committed to delivering exceptional outcomes for every student. We are now seeking a dynamic and experienced Chief Financial Officer to help shape our future.

About the Role

This newly created position offers a rare opportunity to make a lasting impact in a thriving and ambitious school. As Director of Finance, you will play a pivotal strategic role, ensuring the financial sustainability, strength, and growth of our Academy and Trading Subsidiary.

You will work closely with the Headteacher and Governing Body, providing expert financial leadership and contributing to the school's long-term vision. Your insight will help drive key decisions, ensuring that our resources are aligned with our educational goals and values.

What We're Looking For

We are seeking a qualified and forward-thinking finance professional who is passionate about education and making a difference. You will:

- Bring significant experience in financial management within the education sector.
- Be confident in leading financial strategy, planning, and reporting.
- Have a strong understanding of compliance, risk, and resource management.
- Be a collaborative leader who thrives in a values-driven environment.

Why Alfriston?

At Alfriston, you'll be part of a supportive and inclusive team that values innovation, integrity, and impact. You'll take pride in your role and be a visible, trusted member of our school community - helping us deliver the very best for our students.

To Apply: Please visit our website www.alfristonschool.com to apply today! If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.

Please note that the successful candidate will be required to attend a two-day handover.



Discover a Career with Purpose at Alfriston School

Are you ready to make a meaningful difference in the lives of young people with special educational needs? At Alfriston School, an outstanding Special Academy for girls aged 11–18, we support students with moderate learning difficulties and speech, language, and communication needs, and we're looking for compassionate, committed professionals to join our team.

Why Choose Alfriston?

Exceptional Learning Environment

Our purpose-built facilities are designed to inspire and support every learner. From interactive classrooms and class sets of laptops and iPads to specialist performing arts spaces, including a dance studio and recording suite, we provide an enriching, inclusive environment. Our architect-designed swimming pool is tailored to meet the sensory needs of our students, and our extensive indoor and outdoor sports facilities promote wellbeing and confidence.

Wellbeing at the Heart of What We Do

We believe that caring for our students begins with caring for our staff. At Alfriston, staff wellbeing is a genuine priority.

We offer:

- Access to confidential wellbeing support
- A culture that encourages time and space for self-care
- Personalised support for the emotional demands of working in special education
- A strong, supportive team where your voice is heard and valued

A Culture of Collaboration and Care

You'll be part of a passionate, specialist team that works together to achieve the best for our students, and for each other. We foster a collaborative, inclusive culture where professional growth is encouraged, and every contribution matters.

If you're looking for a role where your work is valued, your wellbeing is supported, and your impact is profound, Alfriston School is the place for you.

Apply today and be part of something extraordinary.





Job Description

Position: Director of Finance

Reporting In: Headteacher

Strategic Leadership and Academy Development

- Accountable for supporting the Academy's strategic development and aims through effective financial planning and management, in line with regulations.
- Advise the Headteacher and the governing body on all matters relating to financial strategy and management.
- Contribute to the development and implementation of the Academy's strategy, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance.
- Contribute to the Academy's risk management efforts, including identifying strategic and operational financial risks, develop a disaster recovery strategy, emergency plan, taking steps to mitigate these risks, and maintaining the risk register.
- Develop, implement and monitor the Academy's business plan, using effective financial and budget modelling and benchmarking to support strong decision-making.
- Lead on the Academy's procurement strategy and how this relates into operational activity.
- Advise the Headteacher, governing body and school leaders on the financial implications of strategic changes, new projects and growth plans.

Financial Management

- Accountable for maintaining robust financial management of the Academy and trading subsidiary's finances on a day-to-day basis in compliance with statutory and DfE/funding agency requirements.
- Manage and lead the budget process, from planning through to approval in accordance with the Headteacher.
- Work with the headteacher to prepare and monitor the Academy's budgets in line with school development plans and the Academy's strategic objectives.
- Provide accurate and timely information to the Headteacher and Governing Body to enable effective budgetary control.
- Develop, implement and monitor the Academy's financial policies in accordance with the Academy Trust Handbook, enabling robust financial management.
- Take appropriate action to address financial risks, problems and irregularities.
- Develop and maintain an effective internal audit procedure for the Academy including producing audit reports and making recommendations for improvement.
- Manage the external audit procedures and follow up on any recommendations resulting from audits.
- Arrange and manage necessary insurance arrangements.
- Manage the Academy's tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted and refunds are received and appropriately accounted for.
- Support the income generation strategy for the Academy.
- Produce a draft budget for consideration by the Headteacher and Governors' Finance Committee.

- Submit the annual financial plan to the DfE/funding agency and ensure that Budget Holders are advised of their allocations.
- Monitor the financial position of the Academy on a monthly basis.
- Keep the financial plan under review and recommend revisions as necessary during the year.
- Ensure that an equitable balance of accounting takes place within the Academy budget.
- Liaise with the DfE/funding agency on all financial and budgetary matters and implement end of year procedures in line with requirements.
- Review the draft agenda for the Governors' Finance and Resources Committee, ensuring that all relevant matters of compliance are included.
- Produce and present reports for the governors' Finance Committee showing totals of actual income and expenditure, committed expenditure, an explanation of movements and variances, information on major projects, and predicted outturn.
- Negotiate contracts, tenders and agreements for the provision of support services (including lettings) and to ensure that the performance of contracts is properly monitored.
- Ensure that energy use is effectively controlled.
- Recommend annual updates of the Finance Manual to the Governors' Finance Committee and ensure that all staff are conversant with financial procedures relevant to their roles.
- Produce an annual 3-year budget projection.
- Ensure that the Academy complies with relevant statutory requirements including Data Protection and Freedom of Information.
- Manage the finances of collaboration and partnership arrangements with other organisations.

Reporting and Compliance

- Accountable for ensuring that the Academy complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner.
- Complete and submit financial returns as required by the Department for Education, the Charities Commission and Companies House.
- Prepare and submit the financial returns and reports, including annual accounts and monthly management accounts.
- Maintain the accounts in line with its funding agreement and the Academy Trust Handbook.
- Monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting processes as required.
- Provide appropriate and timely reports to the governing board and other leaders to support effective leadership and governance.

Leadership and Management

- Contribute to the strategic and operational leadership of the Academy.
- Act as a Director of the trading subsidiary.
- Ensure that staff are included in the formulation and implementation of Academy policies.
- Ensure that proper provision is made for succession planning and cover through training and work shadowing.
- Attend full governing body and governors' committees as required.
- Plan and manage change in accordance with the Academy's development/strategic plan.
- Keep up to date with the relevant statutory frameworks and guidance and to advise the Headteacher and Governing Body accordingly.

- Develop and deliver strategic income generation initiatives, which are aligned with the schools' visions and values.
- Lead on school based strategic projects to ensure the schools continued growth and continued development.
- Work closely with relevant colleagues to deliver the schools vision for the IT infrastructure.
- Take responsibility for the financial management systems in line with the Academy's Scheme of Delegation.
- Act as a Line Manager as applicable, undertake annual appraisals while taking responsibility for their professional development and ensuring best practice is observed at all times.
- Support continuous improvement and lead on further finance and payroll system developments.
- Develop effective relationships with the Academy's stakeholders and partners in order to support its development and operation.
- Undertake any other duties reasonably requested by the Headteacher.
- Uphold our values "Respect, Integrity, Representation, Belonging, Curiosity, and Ambition" in every aspect of staff conduct.

This job description will be reviewed annually as part of the Staff Development programme and may be amended at any time after consultation with the Headteacher.



Person Specification

Qualifications and Training

Essential	Desirable
A recognised professional accountancy qualification (e.g. ACA, ACCA, CIMA, CIPFA or equivalent).	Degree in Finance, Business, or related discipline.
Evidence of continuing professional development (CPD).	Qualification or training in school business management or education finance.
Demonstrable understanding of the Academy Trust Handbook and ESFA financial regulations.	Membership of a relevant professional body (e.g. ISBL, CIPFA).

Experience

Essential	Desirable
Significant post-qualification experience in financial management and strategic planning at a senior level.	Experience working in an educational or academy trust environment.
Proven track record of leading budgeting, forecasting, and financial reporting processes.	Experience of acting as a company director or managing a trading subsidiary.
Experience of managing audits, risk management, and compliance with external financial regulations.	Experience of leading or contributing to income generation initiatives.
Demonstrable experience of developing and implementing financial policies and systems.	Experience of leading financial system implementations or upgrades.
Experience of line management and team leadership, including performance management and professional development.	Experience of managing procurement and contract negotiation in a public sector or education setting.

Knowledge and Understanding

Essential	Desirable
In-depth knowledge of financial planning, management, and reporting principles.	Knowledge of educational funding mechanisms and the Academies Accounts Direction.
Thorough understanding of financial controls, accounting standards, and audit requirements.	Understanding of school improvement planning and its link to financial strategy.
Strong understanding of risk management, business continuity, and compliance frameworks.	Knowledge of charity accounting and governance.
Understanding of VAT, payroll, pensions, and taxation in a public or education context.	Awareness of sustainability and energy efficiency in financial planning.

Skills and Abilities

Essential	Desirable
Highly numerate and analytically minded, with excellent attention to detail.	
Ability to communicate complex financial information clearly and persuasively to non-financial stakeholders.	
Strategic thinker with the ability to translate vision into actionable financial plans.	
Strong leadership and team management skills, fostering collaboration and high performance.	
Excellent IT skills, including advanced use of financial management software and Microsoft Excel.	Familiarity with school MIS or finance systems (e.g. PS Financials, SIMS, Arbor, or equivalent).
Strong problem-solving, negotiation, and influencing skills.	
Ability to prioritise effectively and manage competing demands under pressure.	
Commitment to confidentiality, integrity, and professional standards.	

Personal Qualities

Essential	Desirable
Strategic, proactive, and solution-focused.	
Takes pride in their contribution to the school community and consistently upholds and models the school's values in all aspects of their work.	
Demonstrates outstanding interpersonal skills, with the ability to build effective working relationships across a diverse range of professional roles.	
Communicates with clarity, empathy, and professionalism, and is able to adapt their communication style to suit the needs, preferences, and contexts of different stakeholders.	
Commitment to the vision, values, and ethos of the Academy.	
Demonstrates professional integrity and resilience.	
Flexible and adaptable approach to changing priorities.	
Commitment to promoting equality, diversity, and inclusion.	
A positive and collaborative approach to leadership and teamwork.	
Show empathy and understanding to be able to relate to young people in a positive, supportive, and patient manner.	

Safeguarding and Commitment

Essential
Commitment to safeguarding and promoting the welfare of children and young people.
Willingness to undergo an enhanced DBS check and any other relevant pre-employment checks.

Alfriston School is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to undertake reference checks, an enhanced DBS check and internet/social media checks before taking up the post.