



Job Title	Finance Manager
Grade/Salary	Scale 9 Point 29 – 33 (dependent on experience) Actual Salary Range £36,543 pa to £44,047 pa
Hours	37 hours per week. Term time plus 3 weeks during school holidays
Date Required	As soon as reasonably possible
Interview Date	As soon as reasonably possible
Reporting To	Trust Head of Finance

Details

We seek a committed and enthusiastic Finance Manager to join our dedicated Finance team. The successful candidate will be based at The Appleton School and will work under the direction of the Trust Head of Finance, playing a key role in ensuring the effective financial management of the school.

This is a key position responsible for overseeing budgets, forecasts, reporting, payroll, procurement and compliance, while providing accurate financial information to support senior leadership in decision-making.

We are looking for a candidate with a strong background in finance, accounting or business management, ideally with a recognised professional qualification. You should have excellent numerical and ICT skills, strong organisational ability and the confidence to manage financial processes in a busy environment. The ability to remain calm under pressure, meet deadlines and communicate effectively across the school community is essential.

This is an excellent opportunity to further your career in financial management within the education sector. You will be joining a supportive team where your expertise will make a real impact on the future of the school.

Principal Responsibilities

Main Duties

- To manage effective systems of internal control.
- To manage all issues in accordance with Financial Regulations and the Academies Trust Handbook.
- To implement systems of financial control and to supervise them once in place.
- To have overall responsibility for the day-to-day financial management of the school including the preparation of management accounts and explanations for significant variances. This will include the identification of areas of concern and recommendations to address these.
- In conjunction with the Headteacher, to be responsible for advising the Senior Leadership Team and Governing Body on all aspects of the school's finances and producing a commentary on the school's financial performance alongside the monthly management accounts.

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

Email: info@theappletonschool.org Website: www.theappletonschool.org



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- To monitor actual budget against expenditure, identify and where possible resolve any significant variations, giving notice to the Headteacher/Governing Body about any irregularities.
- To work with the trust's central team on the processing of payroll using Edupay and complete the monthly payroll reconciliation using our IMP Planner software.
- To support the Trust Head of Finance with the statutory audit. Prepare documentation necessary for the annual audit.
- To contribute to the preparation of the annual budget.
- To act as budget holder for certain expenditure cost centres.
- To prepare financial reports for Benfleet Team Supporting All on a monthly basis.
- To review and maximise income generation.
- To ensure that effective credit controls are in place in respect of income, e.g., catering, lettings
- To maintain the Assets Register.
- To manage contracts for Appleton School.
- Prepare and manage 16-19 Bursary Policy and applications.
- To liaise with other staff as appropriate in relation to staffing issues.

Management

- To manage financial operations
- To manage finance staff and prioritise their work
- To undertake appropriate induction, probation, training and development of finance staff
- To carry out performance review of the Finance Team along with the Catering Manager.
- To support with the recruitment of staff if required.

Catering Management

- To line-manage the Catering Manager and have oversight of all catering related matters.
- To deal with personnel issues in respect of catering staff, as necessary.
- To monitor the catering function in terms of finance, facilities, resources, and to provide advice where necessary.
- To manage the school cashless catering service.
- Manage catering trading account, to identify and budget concerns

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher or Head of Sixth Form to carry out appropriate duties within the context of the job, skills and grade.

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Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Well completed application Two supportive references 	
Qualifications	<ul style="list-style-type: none"> NVQ Level 4 in Maths or equivalent 	<ul style="list-style-type: none"> NVQ Level 4 or equivalent in Finance or related field
Experience	<ul style="list-style-type: none"> Experience in financial management and budgeting 	<ul style="list-style-type: none"> Experience in a school setting
Professional Development	<ul style="list-style-type: none"> Willingness to undergo training, relevant to the role 	<ul style="list-style-type: none"> Evidence of continued learning/training in Finance or related field
Skills	<ul style="list-style-type: none"> Ability to communicate effectively in writing Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges Ability to use word processor and wide range of financial and administrative IT packages 	
Special Knowledge	<ul style="list-style-type: none"> Ability to complete complex returns, write complex letters and reports Ability to undertake complex financial/budgetary calculations 	<ul style="list-style-type: none"> Working knowledge of appropriate school financial policies and procedures. Knowledge of PS Financials, IMP, Edupay, Arbor, Civica and Parentmail would be an advantage.
Personal Attributes	<ul style="list-style-type: none"> Ability to exchange complex verbal information clearly and sensitively Ability to understand the importance of physical and emotional wellbeing Ability to establish effective relationships with those working in and with the school Ability to establish rapport and respectful and trusting relationships with the Senior Management Team, staff and pupils of the school Ability to make a distinctive contribution to the work of a team both as a member and manager 	

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