

## UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: FINANCE MANAGER

<b>Responsible to:</b>	Director of Finance & Operations
<b>Responsible for:</b>	Finance Team
<b>Grade:</b>	SCP 40 – 43 (Currently £52,584 - £55,620 pa inclusive of London weighting)
<b>Hours:</b>	Full time: 36 hours per week for 52 weeks pa. Annual holiday entitlement: 34 days pa; 37 days pa after 10 years of continuous service.
<b>Overview of role expectations</b>	
<p>To take full ownership of the finance function, ensuring it operates effectively, accurately and in line with all statutory and regulatory requirements. The Finance Manager will lead and support the finance team, deputise for the Director of Finance &amp; Operations as required, and ensure continuous improvement in processes and service delivery.</p> <p>This is a key leadership role within the operations team. The postholder will be expected to:</p> <ul style="list-style-type: none"> <li>● Lead by example and manage all aspects of the finance function.</li> <li>● Develop, motivate and train the finance team, including the Finance Apprentice.</li> <li>● Provide clear, accurate financial reporting and advice to senior leaders and trustees.</li> <li>● Be a proactive thinker, constantly seeking improvements in systems, workflows and collaboration.</li> <li>● Contribute to the wider life of the school, including planning and supporting events.</li> <li>● Promote and uphold the school's PROUD values and model the school's professional culture.</li> </ul>	
<b>Responsibilities and Tasks</b>	
1.	<b>Leadership and Management</b> <ul style="list-style-type: none"> <li>● Lead the finance team, including the training and development of staff and oversight of workload, priorities and performance.</li> <li>● Take day-to-day ownership of the finance function and act as the key point of contact for internal and external stakeholders.</li> <li>● Deputise for the Director of Finance &amp; Operations at meetings (including trustees), and in decision-making, in their absence.</li> <li>● Develop and maintain a working knowledge of all finance tasks performed within the team and provide cover when necessary.</li> <li>● Support with recruitment, induction, and training of staff, including mentoring the Finance Apprentice.</li> <li>● Foster a culture of teamwork, accountability, and service across the finance function.</li> </ul>
2.	<b>Financial Management and Compliance</b> <ul style="list-style-type: none"> <li>● Oversee all operational finance processes, including purchasing, payments, reconciliations, and income processing.</li> <li>● Monitor financial controls, ensure compliance with school and trust policies, and maintain accurate records.</li> <li>● Prepare and review management accounts, forecasts, cashflow reports, VAT returns, and other reports to support budget monitoring and strategic planning.</li> <li>● Lead the completion of month-end and year-end procedures, including reconciliations, accruals, prepayments, and journal entries.</li> <li>● Assist with the production of the five-year budget plan and integrated curriculum</li> </ul>

	<p>financial planning (ICFP).</p> <ul style="list-style-type: none"> <li>Support the production of financial returns to bodies such as the ESFA, HMRC, TPS and LGPS.</li> <li>Actively identify cost-saving opportunities and income generation possibilities.</li> </ul>
3.	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>Oversee the monthly payroll process, including review and reconciliation, ensuring accuracy and resolving anomalies.</li> <li>Produce and issue annual pay statements.</li> <li>Liaise with the HR team to ensure financial alignment on contracts, pay changes and staff structure.</li> </ul>
4.	<p><b>Systems and Processes</b></p> <ul style="list-style-type: none"> <li>Maintain and develop the finance system (e.g. Sage for Education) and support implementation of any new systems.</li> <li>Ensure finance data is accurate, secure and aligned across systems including Arbor or other MIS platforms.</li> <li>Lead on system improvements and data analysis to drive efficiency and decision-making.</li> </ul>
5.	<p><b>Procurement, Contracts and Risk</b></p> <ul style="list-style-type: none"> <li>Lead on procurement and tendering processes, ensuring best value and compliance with regulations.</li> <li>Oversee contract management and insurance arrangements.</li> <li>Support monitoring and updates of the risk register and compliance logs.</li> </ul>
6.	<p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>Act as Deputy Data Protection Officer.</li> <li>Assist in monitoring compliance with data protection laws, responding to SARs, and maintaining secure data handling practices.</li> </ul>
7.	<p><b>Events and Wider School Life</b></p> <ul style="list-style-type: none"> <li>Support the Director of Finance &amp; Operations and events team with school event planning and operational setup.</li> <li>Be present and assist with key school events (e.g. open evenings, awards events, parents' evenings, etc.).</li> <li>Promote and model the school's PROUD values through daily interactions and work ethic.</li> </ul>
8.	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>Adhere to all safeguarding policies and maintain confidentiality at all times.</li> <li>Provide company secretarial support as required (e.g. GIAS updates, Companies House submissions).</li> <li>Support reconciliation and analysis of school trips and parental contributions.</li> <li>Oversee the uniform shop and related income tracking.</li> <li>Undertake professional development in line with role requirements.</li> <li>Participate in performance development reviews and goal setting.</li> </ul>
<p>In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal / Leadership Team line manager.</p>	
<p>Name of Post Holder: _____ Signature: _____</p>	
<p>Date: _____</p>	

## UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: FINANCE MANAGER

### Criteria

#### Qualifications / Education / Training

1. Educated to at least GCSE standard in Maths and English, with grade C/4 or above or equivalent. \*
2. Part (actively studying) or fully qualified accountant (ACCA, CIPFA, CIMA, ACA) or able to demonstrate extensive experience in financial reporting and management accounts. \*
3. Evidence of ongoing CPD or willingness to undertake further professional development. \*

#### Experience

4. Experience of leading month-end and year-end processes, including management accounts, forecasting, variance analysis, and reconciliations. \*
5. Experience of managing a finance team and overseeing day-to-day financial operations. \*
6. Experience of working in a school, academy trust, or similar public sector setting
7. Experience of working with external and internal audit teams.
8. Experience using financial databases, with the confidence and willingness to learn new systems. \*
9. Experience of working to tight deadlines in a fast-paced environment. \*
10. Experience of improving or embedding financial systems, processes, or internal controls.

#### Skills, Knowledge and Abilities

11. Proven ability to lead, manage and support a finance team, including setting clear objectives and monitoring performance. \*
12. Strong interpersonal, written, and oral communication skills, including the ability to communicate financial information effectively to non-finance colleagues at all levels. \*
13. High level of ICT proficiency, including advanced Excel skills and familiarity with databases. \*
14. Strong organisational and time-management skills, with the ability to prioritise effectively and delegate appropriately. \*
15. Confident managing multiple workstreams and competing priorities under pressure. \*
16. A methodical and logical approach to problem-solving. \*
17. High level of attention to detail and accuracy. \*
18. Knowledge or understanding of school financial systems and school MIS platforms.
19. Knowledge of academy financial regulations and reporting, including statutory accounts, ESFA returns, and the Academy Trust Handbook.
20. Detailed understanding of financial control processes, reconciliations, and compliance requirements. \*
21. Ability to work independently, using initiative, while knowing when to escalate issues. \*
22. Self-motivated, flexible and able to adapt to changing demands, particularly during key financial periods. \*
23. Ability to adhere to working procedures and policies within a school environment

<b>Equal Opportunities</b>
24. Commitment to equal opportunities and inclusion.
25. Ability to promote and support the school's Equality and Diversity Policy.
<b>Disposition</b>
26. High level of professional integrity; able to maintain confidentiality and demonstrate sound judgment. *
27. Resourceful and solution-focused; able to work with resilience under pressure
28. Leads by example and models high standards of professional behaviour. *
29. Collaborative mindset with the ability to build positive working relationships across the school. *
30. Positive, proactive, and "can-do" approach to work. *
31. Willingness to challenge and be challenged, with a reflective and open mindset. *
32. Demonstrates a commitment to continuous professional development. *
33. Exercises discretion and diplomacy, especially when handling sensitive information*

*\*Desirable*