



**William Hulme's Grammar School**

The best in everyone™

Part of United Learning



# Candidate Pack

## Finance Manager



**United Learning**

The best in everyone™



## Overview of the Role

Thank you very much for your interest in applying to be the Finance Manager at William Hulme's Grammar School (WHGS).

WHGS is seeking to appoint an enthusiastic and committed Finance Manager on a permanent, full-time basis.

Reporting to the Executive Business Manager, the main duties will include the following (also see Job Description):

- Responsible for managing all financial aspects of the school on a day-to-day basis, assisting the Executive Business Manager in the wider Finance Manager role as required/directed.

## Why work for us?

William Hulme's Grammar School is the most over-subscribed school in Manchester and one of the most successful comprehensive schools in the country. WHGS is an all-through (3-18) Academy of over 1600 pupils with a wide range of abilities, ethnicities and backgrounds.

WHGS is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a part of United Learning, our academy benefits from shared resources, experiences, working practices and CPD opportunities that are second to none. This affords further opportunities for staff to provide a vital contribution in our pursuit to deliver the highest standards of educational excellence.

### More pay:

- We pay an average of 5% above national scales – the best rates of pay in the sector.
- Cash towards medical treatment.
- Generous staff discount scheme.

### More time:

- Three extra INSET days for planning.
- At least one personal day off a year.

### More support:

- Great training for your career.
- Exceptional curriculum resources.
- Expert subject advice.
- Support for your wellbeing.



*“Teachers use their strong subject knowledge to prepare interesting and engaging lessons” Ofsted, 2019*



## Our Framework for Excellence

United Learning Schools prioritise 5 key principles which represent our approach to education which lead to excellence when exemplified in the right way.



The Best from Everyone	Powerful Knowledge
<p>Our aim is to bring out the best in everyone. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best.</p> <p>From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.</p>	<p>Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.</p> <p>Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.</p>
Education with Character	Leadership in Every Role
<p>Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.</p> <p>We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.</p>	<p>Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.</p> <p>All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.</p>

## Continuous Improvement

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.



## Our Mission

Our mission is to establish William Hulme's Grammar School as the most popular and successful state school in the country, preparing our community for the future. We are working closely with parents and the wider community in our bid to achieve this ambitious aim of WHGS being:

- A great place to learn.
- A great place to work.
- A great place to grow and flourish.
- A great place to contribute to the wider community.

## Our Values

### Ambition Charter

I will:

1. Show **pride** in everything I do.
2. Be **enthusiastic** and say 'yes' to opportunities that come my way.
3. Show **resilience** by adapting to overcome obstacles.
4. Show **determination**, embracing failure and learning from my mistakes.
5. **Challenge** myself and step out of my comfort zone.

### Respect Charter

I will:

1. **Speak** with respect.
2. Respect the **school environment**.
3. **Behave** with respect.
4. Respect **other students' learning**.
5. Respect **my own learning**.

### Compassion Charter

I will:

1. Be **kind** to everyone, including myself.
2. Be **inclusive**, understand, celebrate and embrace diversity.
3. Show **empathy**, by being open to others' point of view.
4. **Challenge** behaviour that I feel is unkind or morally wrong.
5. Be **generous** and help others within the school and local community.



***“Leaders have an unwavering commitment to pupils’ wider personal development”***  
**Ofsted, 2019**



## **JOB DESCRIPTION**

### **Finance Manager**

<b>Department (Faculty):</b>	Administration (Finance)
<b>Directly Reporting to:</b>	Principal
<b>Indirectly Reporting to (if applicable):</b>	Executive Business Manager
<b>Context / Scope of Role:</b>	Full time role, All Year Round Whole School role
<b>Purpose of Job/Role:</b>	Responsible for managing all financial aspects of the school on a day-to-day basis, assisting the Executive Business Manager in the wider Finance Manager role as required/directed.
<b>Line Management Responsibilities:</b>	Four members of staff (some part time) covering Finance, Reception and Reprographics
<b>Contacts &amp; Working Relationships:</b>	All staff, parents, pupils and visitors to the school. Central Office Finance Staff and Business Partners. Northern Cluster Finance and Business Manager staff. External Auditors for UL and WHGS Foundation. Chair of WHGS Foundation. Manchester Business Manager Forum members, Suppliers, Customers, Bank and other external organisations.
<b>Job Family:</b>	Administration & Business Management
<b>Band:</b>	Management (Band 4)
<b>Salary Range:</b>	from £36,550 - £49,547 per annum (FTE)

#### **Roles and Responsibilities**

1. **Manage the day to day running of the School Finance team (2 FTE) for an all-through school covering Primary, Secondary and Sixth Form phases, with c 1,600 pupils and 200 staff. Responsibilities cover all aspects of school finance including:**
  - a) **Income and Funding:**  
Sales invoicing, income and funding receipts, aged debtor monitoring, ParentPay reconciliations for catering and school trips etc. Investigate any funding queries with Executive Business Manager
  - b) **Expenditure Supervision:**  
Purchase ordering, supplier invoicing, payments, online purchases/payments, aged creditors monitoring. Reconcile catering invoices, authorise invoices and orders in Access.  
Management of the 16-19 bursary application process
  - c) **Cash Management and Banking Supervision:**  
Preparation of banking, bank reconciliations, cash reconciliations, credit cards management, cheque payments, cash forecasting. Bank statements download, signing of cheques, monthly Barclaycard authorisations.
  - d) **Expenses, Petty Cash and Ad-hoc Payments Supervision:**  
**Managing the process for claiming expenses and petty cash, and one-off/ad-hoc payments, from advising on submitting claims, processing through to authorisation, payment of same, and any queries.**



- e) **Payroll Supervision:**  
Preparation of monthly payroll input including calculation of adjustments for sickness, holidays, overtime, unpaid and compassionate leave, annual cost of living and PDR pay awards, new allowances and other changes to hours / rates of pay. Liaising with HR Department re salary change checks, payroll checking, submitting and reconciling. Reconciliation of submission to actual pay. Reconciliation of actual pay to budget. Handling payroll queries.
- f) **Balance Sheet:**  
Monitoring and reporting of Capital Reserves, monitoring and reconciliation of Control Accounts including aged debtor and creditor reporting, VAT and payroll control accounts, bank, cash and fixed asset recording.
- g) **Capital Expenditure:**  
Assisting Executive Business Manager with the preparation of capital authorisation applications. Recording, reporting and monitoring of spend against authorised projects.
- h) **Budgeting and Forecasting:**  
Preparation of the annual budget submission, 5-year plans, Curriculum Modeller and monthly forecasting.
- i) **Reporting:**
- Preparation of school input to monthly Management Accounts.
  - Explanation of variances to senior school executives including Executive Business Manager, Principal, Chair of LGB and to UL Central Office staff, UL Finance Business Partners and Northern Cluster Executive Business Manager.
  - Reconciling budgets to actuals and preparation/recommendation of monthly forecast changes in liaison with all the above.
  - Be the main point of contact for the Foundation with regards to grants and other areas of funding requirements.
  - Brief Principal and Executive Business Manager in preparation for LGB Finance, Premises and HR Committee meetings.
2. **Reception:**  
Line managing the day to day running of Main Reception (1 TTO).  
Perform line manager duties such as PDR, discuss training needs and new/changes to process.  
Act as escalation point as required.
3. **Reprographics:**  
Line managing the day to day running of Reprographics (1 FTE).  
Perform line manager duties such as PDR, discuss training needs and new/changes to process.  
Act as escalation point as required.
4. **Project Work:**  
Ad hoc project work, eg implementation of new systems (Live Register, ParentPay, renewal of photocopier lease, Finance System, Budgeting system, HR system etc).
5. **Business Manager Role:**
- Attending/deputising for Executive Business Manager at various meetings including Manchester Business Managers Forums, UL Forums and meetings.
  - Managing the Bursary/Finance Office and line managing all Finance staff.
  - Weekly meetings with Principal, Executive Business Manager and Facilities Manager.
  - Keep watching brief on spending of Capex, ICT and Premises budgets.
  - Attend ELT meetings when financial issues are discussed
  - Make an active contribution to the Manchester cluster



### Other Duties

6. Support the aims and ethos of the school.
7. Support the implementation of school policies and procedures.
8. Be proactive in matters relating to health and safety and child protection and safeguarding including the completion of EduCare modules as required.
9. Set a good example in terms of dress, punctuality and attendance.
10. To work as part of the team, liaising, advising and consulting where appropriate.
11. Attend relevant Team/Departmental, Staff Meetings and Inset as required.
12. To participate in the school's PDR process.
13. To identify personal training needs and to attend appropriate internal and external in-service training.
14. To carry out Duties as part of the Duty Rota.
15. To assist at school functions and with extra-curricular activities.
16. To perform such other duties as may be required by the Principal or Senior Leadership Team.
17. To carry out all other reasonable duties in line with this position as requested by the Principal.

### Job Description Review

This job description will be reviewed as and when necessary, in accordance with the needs of the academy.

**Date of Last Review:** October 2024

**Reviewed by:** Mrs K M Heaton, Principal / Mr C Inckle, Executive Business Manager



## PERSON SPECIFICATION

### Finance Manager

Requirement	Essential/ Desirable	Method of Assessment
<b>Qualifications</b>		
Accounting qualification relevant to the role or proven financial reporting and accounting work experience to support the level of skills, knowledge and understanding required to fulfil the requirements of the role.	E	Application Form Certificate Check
Excellent literacy and numeracy to support delivery in the role.	E	
Excellent understanding of Microsoft Office and in particular, user of Excel at advanced level.	E	
Evidence of further professional development and training.	D	
<b>Experience</b>		
Experience in a similar role in financial accounting services.	E	Application Form Interview Process
Experience of using finance systems.	E	Test
Experience of financial management and processes.	E	References
Experience operating in a fast-paced environment.	E	
Previous experience managing and supporting a team including performance management.	E	
Experience of developing a high-quality finance service.	E	
Experience of using accounting and budgeting systems.	E	
Experience of report writing and presenting to a variety of audiences.	E	
Five years minimum experience in an accounting and financial role with supervisory responsibilities.	D	
Experience of working in an educational environment.	D	
Experience in financial reporting and complex accounting principles.	D	
<b>Knowledge and Skills</b>		
Ability to quickly learn new software solutions and recognise how they can be best deployed to meet school needs.	E	Application Form Interview Process Test
A knowledge of the income streams for school funding.		References
Ability to prioritise tasks when under pressure.	E	
Attention to detail and quality of work.	E	
A high degree of interpersonal skills to ensure effective communication at all levels.	E	
Ability and confidence to coach and mentor colleagues.	E	
Ability to effectively use monitoring and reporting systems to ensure statutory and organisational reports are delivered and actioned.	E	



Extensive knowledge of effective delivery of business services.	D	
Ability to effectively contribute to the review and development of organisational policy.	D	
Understands and uses organisation systems to report on compliance and performance issues and action failures at the appropriate level in the organisation.	D	
<b>Personal Competencies and Qualities</b>		
Excellent verbal and written communication skills.	E	Interview Process References
High levels of discretion, confidentiality, and awareness of Data Protection.	E	
High levels of personal and professional integrity.	E	
Ability to work on own initiative.	E	
Leads by example and acts as a role model for professional behaviour and good practice.	E	
Ability to work flexibly and as part of a small team.	E	
Commercial acumen and ability to adopt a whole school approach to solutions.	D	
Actively implements and encourages improvement processes.	D	
<b>Motivation and Expectations</b>		
Interest in professional development and desire to grow in the role.	E	Interview Process
Takes pride in work, is professional, and has high expectation of self and others.	E	
Sets the pace for action and demonstrates commitment to achieving stretching goals.	E	
A facilitative approach to problem-solving and a 'can do' mindset.	E	



## **TERMS AND CONDITIONS**

### **Finance Manager**

The Finance Manager will work under the direction of the Principal and Executive Business Manager at the school's premises on Spring Bridge Road.

#### **Hours of Work**

This is a permanent contract and is full time, (37.5 hours per week, excluding lunches), all year round, including attendance at all Inset and Planning Days. Your normal working pattern will be Monday to Friday, 8.00am until 4.00pm, but may be varied on occasion as agreed with your Line Manager. Occasional overtime may be required for which payment or time off in lieu (if practicable) will be given.

#### **Job Family, Pay Band and Salary**

The role is part of the Business and Administration Job Family and is placed in Pay Band 4 (Management) on the United Learning Support Staff Pay Scale and has a Pay Range of £36,550 - £49,547 per annum Full Time Equivalent, depending on qualifications and previous experience.

#### **Holidays / Annual Leave**

Twenty-six days annual leave plus the statutory English public holidays per annum pro rata. The holiday year runs from 1 September to 31 August, so this will be pro-rata'd for an in-year starter.

#### **Pension**

The Finance Manager will be enrolled automatically into the Local Government Pension Scheme (LGPS) run by Greater Manchester Pension Fund (GMPF). You have the option to opt out of this scheme after enrolment if you wish. For further details you can access the GMPF website ([www.gmpf.org.uk](http://www.gmpf.org.uk)).

#### **Rewards and Benefits**

- United Learning works with Perkbox to offer its employees over 250 exclusive benefits, all through their easy-to-access App. Featuring a huge range of perks, from discounted cinema tickets and holidays to money off meals out at restaurants nationwide, plus savings on food, technology and clothes shopping. They also offer salary sacrifice schemes such as Childcare Vouchers and Cycle to Work which offer tax and NI savings on new bikes and nursery care. For more information, once your employment has started, please visit [www.unitedrewards.org.uk](http://www.unitedrewards.org.uk)
- In addition, all staff on a permanent or fixed term contract with 6+ months service are eligible for the health cash plan provided by Westfield Health. This enables staff to claim money back towards the cost of essential healthcare, as a result of trips to the optician, dentist or physiotherapist, up to annual limits. It also includes the ability to book same day virtual GP appointments.
- All United Learning employees are eligible for one paid personal day per annum.

#### **Preconditions including Disclosure of Criminal Background**

Any offer of employment will be subject to satisfactory outcomes of:

- Confirmation of suitability to work with children (Enhanced DBS check)
- Two professional references
- Proof of identity and eligibility to work in the UK
- An overseas check, if applicable
- Confirmation of your qualifications
- Prohibition from Management check
- Completion of a Disqualification declaration
- Pre-employment Medical Check



## How to Apply

Please apply through the William Hulme's Grammar School website:

<https://www.whgs-academy.org/work-for-us/vacancies>

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole.

We always appoint on merit. We are open to discussing flexible working options.

*The school is fully committed to the safeguarding of children and all staff will be subject to an enhanced DBS disclosure and full child protection/safeguarding training. United Learning is an equal opportunities employer.*

<b>Closing Date</b>	<b>Sunday 10 November 2024 (11.59pm)</b>
<b>Interviews</b>	<b>Thursday 14 November 2024</b>

