



AYLESFORD SCHOOL
WARWICK

APPLICANT INFORMATION PACK

FINANCE MANAGER





AYLESFORD SCHOOL
WARWICK

February 2025

Dear Applicant

Thank you for your interest in the position of Finance Manager at Aylesford School.

We are seeking to appoint an individual with excellent technical accounting knowledge to lead our finance team. Reporting into the Director of Operations, the successful candidate will possess experience of monthly management accounting duties, as well as budgeting, forecasting and closely monitoring cashflow. We are looking for a candidate who holds previous experience of working in an educational setting managing school finances and budgets.

With strong attention to detail, the ideal candidate will possess the organisational skills with a positive, flexible approach to work and duties, and the ability to deliver consistent quality and reliability through their methodical approach to work.

Full detail of the role requirements can be found within the job description and person specification.

The role is offered on a permanent basis.

The hours are full-time; 37 hours per week, Monday to Friday 8.00am – 4.00pm daily (3.30pm finish on a Friday). Part time hours will also be considered for the right candidate.

The contract is offered on a Term Time only basis plus 4 additional weeks (42 weeks per annum) which should be worked flexibly to fulfil the requirements of the role. For example, two weeks should be worked during the summer holidays in preparation for year end.

The candidate would also need to be available to attend the Finance Governor meetings alongside the Director of Operations, five times per year on a Monday evening.

The role will be paid on Scale L-M, Points 26-30

The full time equivalent salary for the role: - £40,476.00 - £44,71.00 which equates to a term time actual salary of £37,655.88 - £41,595.81

Closing date is Monday 24th February 2025

Shortlisting will take place Tuesday 25th February 2025

Interviews will take place Tuesday 4th March 2025

We would ideally like the role to commence in April to allow a handover period with the current Finance Lead.

Ambition



Resilience



Kindness

We encourage early applicants for this role and reserve the right to remove this advert or close it to further applications at any point during the recruitment process.

Interested candidates should email completed application forms FAO Mrs S Hughes, HR Manager at hr@aylesfordschool.org.uk or post to: -

Mrs Samantha Hughes,
Aylesford School Warwick,
Tapping Way,
Warwick,
Warwickshire,
CV34 6XR.

Inclusive recruitment at Aylesford School Warwick

Aylesford school is an equal opportunities employer and welcomes applications from all sections of the community. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to two satisfactory references and an Enhanced Disclosure and Barring Services check.





Key Information Sheet

Application process

Applicants must complete the application form and submit it to the school by no later than the closing date.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Application forms are available on the school website www.aylesfordschool.org.uk and should be submitted FAO Mrs A Orme, Director of Operations – hr@aylesfordschool.org.uk.

Details of our Safer Recruitment procedures can also be found on the school website in the Safer Recruitment Policy, under Key Information – Safeguarding.

Letter of application

Please include a covering letter with your application form.

Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to assessment tasks as per the person specification.

Interview Process

All shortlisted candidates will be emailed and informed of the interview process prior to the given interview date. The interview process is likely to consist of a formal interview and a role-specific task. All details will be provided in advance.

Shortlisted candidates

Applicants who have been shortlisted will receive an email detailing the date, time, and the itinerary for the day along with a list of documents that you will need to bring with you to satisfy the appropriate pre-employment checks.

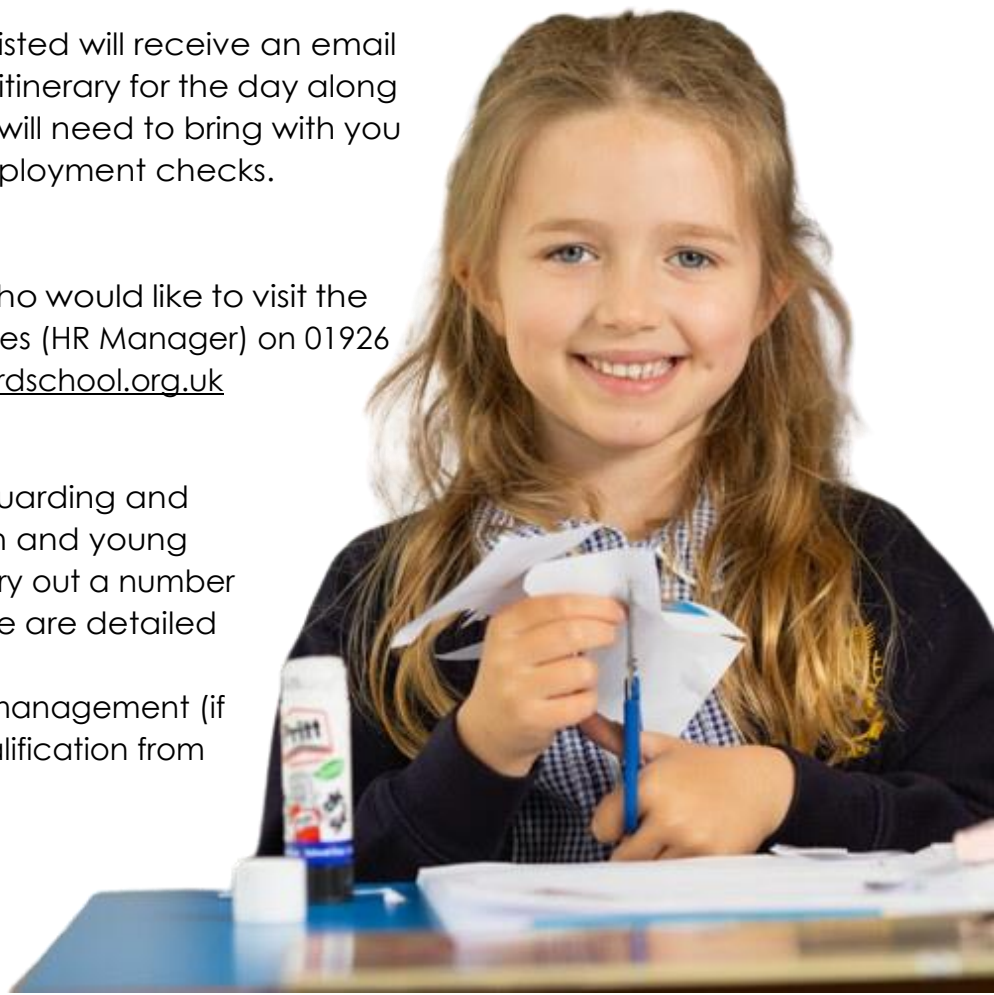
School visits

We invite potential applicants who would like to visit the school to contact Samantha Hughes (HR Manager) on 01926 747100 or by emailing hr@aylesfordschool.org.uk

Pre-appointment checks

The school is committed to safeguarding and promoting the welfare of children and young people and legally required to carry out a number of pre-appointment checks. These are detailed below: -

Prohibition from Teaching and/or management (if applicable to the role), and disqualification from providing childcare.





Aylesford School subscribe to the Schools Advisory Service staff-wellbeing package which offers a full range of well-being services. All employed members of staff have access to the facilities covered within this support package. Below is a non-exhaustive list of services that are accessible by the following methods.

- Whole staff induction programme; you will be assigned to a staff member for the duration of your induction
- Development opportunities
- On-site gym that staff can be used by staff members (when building is fully re-opened)
- Staff room with a free coffee/hot chocolate vending machine (when building is fully re-opened)
- On-site parking for staff
- Access to the canteen
- Reduced rates at Nuffield Health Gym
- VDU assessments and contributions towards the cost of glasses for our DSE users
- Family friendly policy

In addition to the above, all staff members following a successful completion of the probationary period will have access to the following: -

- Physiotherapy
- GP Helpline, for employees and members of their household.
- Counselling for employees and members of their household.
- Weight Management including Slimming World membership
- Nurse support line for any Issue
- Mindfulness
- Maternity Webinars
- Man space
- Feel Good app
- Therapy for cancer support
- Gym Fitness programs and challenges are provided via gym app.





AYLESFORD SCHOOL
WARWICK

Job Description – Finance Manager

Post:	Finance Manager
Grade/Scale:	Scale L-M (Points 26-30)
Contract:	37 hours per week, Monday to Friday 8.00am – 4.00pm (3.30pm on Fridays) (Term Time plus 4 weeks – 2 of which should be worked in August preparing for Year End)
Start date:	April 2025

This job description may be amended at any time, following consultation between the post holder and the Head teacher and will be reviewed annually.

The post holder is responsible to the Director of Operations.

Core purpose

- To be responsible for the efficient management of Trust finance in accordance with the requirement of the Governors, ESFA and external auditors.
- Support the Director of Operations in all matters related to the efficient, effective and legally compliant operation of Academy Trust services.

Specific duties and responsibilities

Strategic & Operational

- To support the Director of Operations in the preparation long term strategic planning.
- To develop the capacity of the Academy Trust to respond to both increased financial opportunity and accountability.
- To support the sustained growth and development of The Academy Trust through the identification and pursuit of opportunities for additional funding.
- To support the efficient procurement of Trust services and where required liaise directly with potential business partners.
- To advise the Director of Operations on investments, financial policy and the development of long-term business plans essential to the future development of the Academy Trust.
- Assist the Headteacher and Director of Operations with the preparation of the annual 3-year budget plan ready for presentation to the Governors.
- To attend governor finance committee meetings (5 per annum on Monday evenings) as required to present the financial position of the Trust.
- Support leaders with requests for financial information, analysis or costings.
- To advise and support academy staff with the requirements for managing public funds including but not limited to SEND, Pupil Premium, National Tutoring.
- In liaison with academy colleagues, ensure that any grant income is spent in accordance with grant conditions and associated action plans.
- To support and advise on the preparation and submission of the Trust's statutory audits, reports and returns to the EFSA, HMRC and Companies House.

Ambition



Resilience



Kindness

Financial Management

- Line Management of Finance Team
- Support the trust to prepare school annual budgets and reforecasts for submission to the appropriate governor committees.
- Actively monitor the agreed budgets/reforecasts and advise the Headteacher and Director of Operations of any variations and prepare proposals to address those variations.
- Ensure accurate and rigid record keeping and compliance to satisfy audit requirements.
- Preparation of monthly management accounts and reports for key stakeholders.
- Completion of monthly balance sheet reconciliations and fixed asset registers.
- Manage the finance administration team ensuring the efficient running of all financial procedures to include:
 - Payroll procedures in partnership with our payroll provider
 - Procurement and order processing of all goods and services and liaison with suppliers
 - Preparation & authorisation of invoices
 - Process Bacs & cheque runs
 - Banking of monies and control of petty cash payments
 - Credit card processing
 - Recovery of bad debt
 - Journal processing
 - Making Vat 126 claims and processing Vat reimbursements
 - Advising budget holders of financial procedures and monitoring expenditure
 - Managing of School Fund & Parent Pay
 - Renewal of annual insurances

Returns and Compliance

- Ensure all day to day finance transactions are compliant with Academies' Financial procedures and annual audit requirements
- Prepare for year end and the annual audit
- Prepare materials for the Annual Financial Statements Trustees report
- Prepare financial data & reports in the preparation of ESFA budget forecasts and other report requirements as follows:-
 - ESFA Returns
 - Annual financial statements and trustee reports
 - Reports to Governors
 - AAR
 - Budget Forecast return (BFR)
 - Budget Forecast return output (BFRO)
 - Companies House Annual Return
 - TPS End of Year Certificate
 - LGPS End of Year Certificate

Policy Review

- Assist the Director of Operations in ensuring the following policies are revised annually and presented to Governors:
 - Anti-Corruption



Financial Responsibilities / Scheme of delegation

- Financial Procedures Manual
- Reserves and Investments
- Charges and Remissions
- Asset Capitalisation and depreciation
- Procurement
- Hardship

All members of the school support staff are expected to:

- Work towards and support the school's vision and objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents, colleagues and guests.
- Engage actively in the performance review process
- Adapt to the needs and pressures of the moment
- Adhere to school policies and procedures as set out in the staff handbook or other documentation that is available to staff
- Establish and maintain effective working relationships with colleagues
- Participate in meetings with colleagues in respect of the duties and responsibilities of the post
- Be responsible for your own professional development
- Carry out other tasks as reasonably directed by your line manager and/or head teacher

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.

Signature _____ (Post holder)

Date _____

Signature _____ (Director of Operations)

Date _____



Person Specification - Finance Manager

Attributes	Essential	Desirable
<p>Qualifications and Training</p>	<p>Degree level or relevant accountancy qualification (AAT or equivalent) Experience of working in finance management role at an appropriate level.</p>	<p>CCAB Accountancy Qualification (CIMA preferred)</p>
<p>Experience and Knowledge</p>	<p>Experience of working within a finance function at a supervisory level and providing financial information to finance and non-finance officers at all levels Experience of working in an education setting Managing school finances and budgets Understanding of the Academies Trust Handbook Experience of producing management accounts, budgets balance sheets and cashflow projections Knowledge of financial management requirements in a company environment Evidence of continuing professional development, keeping up to date with current regulations and opportunities. Experience of dealing with the complexities of multiple funding streams.</p>	<p>Line management experience Knowledge of school agencies and funding streams Knowledge of and practical experience using FMS and IMP software Experience of managing restricted funds and understanding the importance of managing timebound and/or specific grants and income streams. Experience of working with external auditors to fulfil annual audit requirements.</p>
<p>Skills and Attributes</p>	<p>Excellent numerical analysis skills Pragmatic and analytical approach to problem solving and an ability to interpret complex data. High standard of accuracy Ability to organise time and workload to specified deadlines Ability to adhere to confidentiality both in and outside of the School environment Strong IT skills and the ability to work efficiently with Microsoft 365 software, especially Excel Ability to explain financial information to non-financial specialists A sound knowledge of budget management and accounting techniques</p>	<p>An awareness and understanding of safeguarding Experience of MIS systems</p>
<p>Professional & Personal Qualities</p>	<p>Commitment to excellence in all aspects of work A professional approach supported with a due regard for discretion and the need for high levels of confidentiality Excellent organisational and time-management skills Willingness to work flexibly to suit the business requirements and deadlines Enhanced DBS Clearance</p>	<p>An awareness and understanding of key school policies</p>

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.