



Job Title	Finance Manager
Grade/Salary	Scale 9, Points 29 to 33 (dependent on experience) £34,420 – £38,115 including fringe
Job Type	37 hours per week Term time plus 3 weeks holiday working
Date Required	1 st September 2024
Closing Date	Monday 3 rd June 2024 at 9am
Interview Date	Tuesday 11 th June 2024
Reporting To	Trust Head of Finance

Details

We seek a committed and enthusiastic person to join our Finance team.

The ideal candidate will be based in the Bromfords School and will work under the direction of the Trust Head of Finance.

You should have experience in financial management and budgeting and confidence undertaking complex financial budgetary calculations. School experience is an advantage but not essential.

Principal Responsibilities

You will have business and finance responsibility for the Bromfords School. To monitor financial performance compared to budget and prepare monthly management accounts for the Headteacher, governors and trustees. To assist in the preparation of the annual budget. To oversee the day-to-day financial operations of the school and line manage the Catering Manager, Finance team and Admin Manager

To work with the Trust Estates Manager and school Site Manager on the School Rebuilding Programme (SRP).

Main Duties

Finance Resource Management

- Provide management of the schools' finances – working closely with the Headteacher to enable the school to achieve its educational aims
- Take responsibility for the annual budget; take a role in developing, setting and monitoring the annual budget. Identifying any areas of concern and making recommendations to address these.
- Control and monitor the school's finances, ensuring compliance with Trust Financial Regulations, the Funding Agreement and the Academies Financial Handbook and ensuring value for money
- Assist with the audit process and provide the necessary information required of the auditors for the school
- Prepare relevant financial data for The Bromford School's Local Governing Body. Support budget holders with timely provision of accurate budget monitoring reports.
- Allocate and monitor departmental capitation
- Identify and inform the Trust Head of Finance of the cause of significant variances and take prompt corrective action





- Ensure that effective credit controls are in place in respect of income, e.g., catering, lettings
- Oversight of Bromford Trip finances and collections
- Ensure all appropriate funding is applied for/claimed – Autism, SEN, ESFA etc
- Investigate additional revenue by bid writing and grant applications
- Oversee the lettings contracts with the school
- To oversee the Bromfords School lettings processes including sports centre and main school

HR and Payroll Management

- To assist the central team with the accurate preparation of the Trust's monthly payroll
- To carry out performance review of the Bromfords Admin Manager, Finance Team, along with the Catering Manager
- To assist with programmes for support staff training and development
- Support senior management with work force planning and organisational design
- Carry out performance reviews for all direct reports

Admin and Support Services Management

- To line-manage the Admin Manager and have employment oversight, providing supervision and guidance to administrative staff as necessary.

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 and information to the catering committee where necessary.
- To manage the school cashless catering service.
- Manage catering trading account, to identify and budget concerns

School Rebuilding Programme

- To be part of the school team working on the School Rebuilding Programme and liaise with external agencies where required.

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 to carry out appropriate duties within the context of the job, skills and grade.





About the School

Our school is making rapid progress since its inspection in November 2022. A recent review by the Local Authority commented on the 'sea change' noted in students' behaviour and the culture and ethos of the school. Our 2023 outcomes were the best set of Key Stage 4 results achieved by Year 11 students since 2016. Our Year 7 intake continues to be oversubscribed.

Our school is a strong, caring community underpinned by our three core values of achieve, enrich and prepare. Our school's culture is focused on the principles of high expectations and aspirations for all members of our community; actions and conversations, however difficult, are always underpinned by kindness; that we communicate and share success; that we value each other's views and opinions; decisions are evidence based and student centred.

This is a new role aimed around identifying and removing barriers to students' education and progress at the earliest opportunity and putting in place timely intervention to avoid escalation of need.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and 2 satisfactory references.

About the Trust

We are a small Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (****Subject to eligibility criteria***)

- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite flu vaccination programme
- Free tea and coffee provided daily and cake on Fridays
- Discounted Tastecard subscription
- A Wellbeing week every half term (this includes no afterschool meetings)





How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/recruitment-documents/>

We encourage visits from prospective candidates to meet members of our school community and to experience our school at first hand. If you would like to do this, please contact Ann Pullin, PA to the Headteacher on 01268 627848 or via email to recruitment@bromfords.essex.sch.uk

We look forward to hearing from you.





Category	Essential	Desirable
Application	<ul style="list-style-type: none"> • A 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
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 an distinctive contribution to the work of a team both as a member and manager 	