



William Morris
Sixth Form
Empowerment through Learning

Job Vacancy Application Pack



Dear Applicant,

Thank you for your enquiry about our vacancy for a Finance Manager, which is offered on a part time or full time, all year round basis. I am pleased to enclose an application form and further information including the job description and curriculum area overview.

Application forms must arrive by **9am 11th March** and interviews will take place on **W/C Monday 16th March**
Shortlisted candidates will be notified by phone and/or email. I apologise in advance that we will not be able to notify candidates who are not shortlisted.

You may return your completed application form by email to
recruitment@wmsf.ac.uk

If you would like further information on the position, please do not hesitate to contact Louis Bisson, HR Assistant, email
lbisson wmsf.ac.uk.

Yours faithfully

**The Human Resources Team –
William Morris Sixth Form**



Finance Manager

Starting April

Role: Full or Part Time All year round

We are seeking an experienced and highly organised Finance Manager to provide professional financial leadership and oversight on a part-time or full time basis. Working closely with the Director of HR and Operations, the postholder will ensure robust financial systems, accurate statutory reporting and effective financial governance arrangements are in place.

The role involves coordinating budget setting and monitoring, preparing statutory and governance reports, and supporting senior leaders and governors with clear, timely financial information. The Finance Manager will attend and present at finance committees and governing board meetings and contribute to financial recovery and assurance activity.

You will be a qualified finance professional (or have equivalent relevant experience), with strong organisational and communication skills, a high level of accuracy and the ability to work effectively within a busy public sector environment. Experience within education or local government is desirable, along with a proactive and flexible approach and a commitment to public accountability and best value.

Closing Date: 11th March 2026

Interview Date: W/C Monday 16th March 2026

To apply, please visit our website **www.wmsf.ac.uk**, click on 'About Us' and scroll down for 'Staff Vacancies' or via our TES advertisements.

Applications to be sent to: **recruitment@wmsf.ac.uk**

We actively promote the safeguarding and welfare of all our students. Successful candidates will be subject to an enhanced DBS check.



**William Morris
Sixth Form**
Empowerment through Learning

William Morris Sixth Form

We were originally established in 1994 as the sixth form for pupils in the secondary schools in Hammersmith and Fulham, but we soon attracted students from all over London, who come to study on both academic and vocational pathways.

William Morris is a vibrant, ambitious and creative learning community which inspires a drive to **learn**. Our recent Ofsted report where we were given a 'Good' judgement, highlighted the qualities of our staff who are knowledgeable and specialist in their fields, providing a wide range of skills. Consistent practice across subjects enables students to be taught key facts and skills which benefit their overall experience at William Morris. Quality of teaching was judged to have 'Outstanding' elements and we have high expectations that we will achieve an Outstanding judgement at our next inspection. Staff who join William Morris should come prepared to join our exciting journey as we improve and develop the Sixth Form and continue to invest in all of our students to give them the best learning experiences, opportunities and aspirations. We invest in our staff to give them the proper professional support, inspiration and career development.

Unashamedly comprehensive, through rigorous teaching, learning and assessment we ensure that no student is left behind and that every student has an equal opportunity to uncover and fulfil their potential and achieve. Our students are provided with the practical, critical and analytical skills that they can apply as they progress through life, together with a confidence and resilience that will enable them to succeed.

We **empower** our young people to aim high, to have a strong sense of their own self-worth and shared values , whilst also having a strong sense of the value of community both locally and globally and their potential to make a positive difference to the world around them.

The ethos we have established ensures the highest quality of education, guidance and relationships. The emphasis is on open access, equal value for all, individual attention, the development of independent learning skills, targeted support, high expectations and standards, improving progression routes, and finding the right balance between an adult environment and firm structures within which students can develop and succeed. The atmosphere is relaxed and warm but very purposeful. Students describe us as "friendly but strict" and our students are encouraged to address all staff by their first names. We focus on the WMSF experience for our students as being one where they learn, achieve and are empowered to progress.



Our teachers and support staff are creative, dedicated and enthusiastic professionals who are experts in 16-19 education

The Curriculum Offer

Our wide curriculum includes both academic and vocational courses at levels 3, 2 and 1. Individual students' learning programmes enable combinations of subjects where appropriate. We have a large and exciting A level provision with nearly 30 different advanced subjects and are delighted at the number and calibre of our A level students. We offer some mixed economy pathways at level 3, and are currently in the process of becoming a T Level provider from 2023.

At levels 1 and 2, we offer Foundation Learning, BTEC courses and GCSEs to meet the needs of students who wish to improve their basic qualifications. This includes provision for students to re-sit English and Maths at GCSE. William Morris prides itself on tackling under-achievement and offering the opportunity to gain knowledge and skills to students who may have underperformed at secondary school for a number of reasons. The provision of courses for students with special educational needs, including students from special schools, is a particular strength, and we currently have 51 students with statements or EHC plans and over 100 students on K-SEN. We also offer ESOL teaching and literacy support for many students to ensure success on their courses.

Some of the ways we support our students



A personal tutor for each student who is responsible for monitoring overall progress, providing references for university and apprenticeships



A safeguarding team work to ensure every student is well-supported and cared for



Learning support help with academic development such as essay writing, revision, meeting deadlines and exam preparation



Counsellors offer a confidential counselling service, health education programme and advice service as well as a specialist welfare team



Our teachers and support staff are creative, dedicated and enthusiastic professionals who are experts in 16-19 education

Teaching and Learning Strategies

The development of successful teaching and learning strategies for our very mixed group of students is at the heart of WMSF. There is an emphasis on staff developing and sharing good pedagogical practice so that students become independent learners and teaching and learning are of the highest quality. We have a well-equipped library staffed by 4 highly qualified professional librarians, and a newly created careers centre, again with 4 qualified staff. Progression is key to the future success of our students.

We have a very exciting CPD programme, delivered in curriculum area teams, course teams and leadership teams. In such an environment there are opportunities for teachers at all stages in their careers and we have always also welcomed those new to teaching (ECTs), who participate in a comprehensive induction programme. Each year we offer teaching placements to a number of PGCE students. All teachers, where appropriate, are expected to teach across our full range of courses and levels. This both counteracts narrow departmentalism and encourages parity of esteem for all courses and all students.

We have excellent IT facilities and a strong team of technical staff to support us. We use Google Classroom as our VLE and all staff and students are issued with a Chromebook so they have full access to all learning resources at all times, both on and off site

One of our main priorities is to support individual teachers in developing their IT skills and through the G-suite we are constantly innovating delivery and practice.

The vast majority of A level and vocational students are encouraged to apply for higher education. Although many of them are non-traditional entrants, approximately 80% of A2 & V2 students' progress to university each year including into the most prestigious institutions. We have also developed stronger support for students who apply for apprenticeships and are keen to raise our destination numbers in this area too. Our careers team play a vital role in raising students' aspirations and helping them through all application processes. Expert support is provided by our assistant principals, senior tutors, careers and higher education staff, and through a planned programme of tutorial activities.

Tutoring requires an active approach to pastoral work and specific skills in guidance, supporting and monitoring as well as building relationships.

The WMSF Vision

Create a culture of community, tolerance and aspiration which celebrates diversity and equality and inspires a drive to learn

Deliver a broad curriculum which embraces technology and empowers students to achieve their potential and make aspirational choices

Provide clear and dedicated pathways which enable students to make meaningful progression within the institution, through traineeships, and work, and beyond

Promote and support aspirations through advantageous university choices and quality apprenticeship progression routes which observe the needs of individual students

Ensure all students have the opportunity to participate in relevant and rewarding experiences which help them progress

Work with external partners to inspire students, broaden their knowledge of opportunities, create experiences and transform all our students into members of the global community

Our successful application rate on to higher education has typically been between 75 – 85%, an achievement we are very proud of considering the starting point of so many of our students.



Working at WMSF

We try hard to create a friendly, supportive and open culture in which staff can develop and thrive. Professional development for all staff is taken seriously and many opportunities are offered both in-house and externally.

Expectations at WMSF are very high and there is constant pressure for us to perform well and to provide the high quality learning environment we promise. We have developed strong internal monitoring procedures to ensure continuing high quality, with an emphasis on developmental lesson observation.

It is very important to us that all staff enjoy working in a diverse and richly rewarding inner-city environment, with young people from a wide range of backgrounds, and those who have had an unconventional secondary schooling experience. Our existing staff are of a high calibre and very committed to the student-centred philosophy at the heart of WMSF, and we wish to further enhance our community through recruiting staff with equal commitment to our belief of 'empowerment through learning'.

Best wishes

Mary Berrisford
Principal

It is very important to us that all staff enjoy working in a diverse and richly rewarding inner-city environment



Job Description

Job Title: **Finance Manager**
Responsible to: **Director of HR and Operations**
Salary: **PO 4**

Job Purpose

The Finance Manager provides high-level financial leadership, governance coordination and professional oversight, ensuring robust financial systems, controls and reporting are in place. The role supports the Director of HR and Operations in meeting statutory, regulatory and governance requirements. Accountability for benchmarking, SFVS completion and final financial assurance remains with the School Business Manager.

Key Responsibilities

Strategic & Statutory Financial Reporting

- Prepare and submit the quarterly Consistent Financial Reporting (CFR) return, ensuring accuracy, compliance and alignment with audited figures.
- Coordinate monthly financial recovery and intervention monitoring, producing clear reports for senior leaders, governors and the Local Authority / Borough.
- Ensure financial data is accurate, timely and suitably evidenced to support external scrutiny.

Governance, Committees & External Meetings

- Prepare financial reports, papers and presentations for:
 - Finance & Resources Committee
 - Full Governing Board
 - Financial Recovery and Intervention Team (FRIT) meetings
- Attend and present at the above meetings as required, including meetings with governors and Local Authority / Borough officers.
- Respond to financial queries from governors, senior leaders and external stakeholders.
- Ensure actions arising from governance meetings are tracked and implemented.



Budgeting, Monitoring & Assurance

- Coordinate the annual budget-setting process and in-year reforecasting.
- Oversee monthly budget monitoring and ensure high-quality management accounts are produced.
- Provide professional advice to the Director of HR and Operations on financial risk, sustainability and affordability.
- Coordinate internal and external audit activity and oversee implementation of recommendations.

Compliance, Risk & Controls

- Ensure compliance with ESFA, DfE, Local Authority and HMRC financial regulations.
- Maintain oversight of financial risk and internal control effectiveness, escalating concerns to the Director of HR and Operations School Business Manager.
- Support SEN and high-needs funding processes, ensuring claims are accurate and timely.
- Support the admissions process by ensuring student numbers are accurate and that funding is correctly identified, allocated and recorded.
- Support income maximisation activity including grants and external funding.

Leadership & Systems

- Lead the development and review of financial procedures, systems and internal controls.
- Ensure best value in procurement, leasing and contract management.
- Oversee insurance arrangements and financial compliance for trips and visits.
- Line manage the Senior Finance Officer, ensuring resilience, capacity and professional standards within the finance function.

Note:

The Finance Manager prepares statutory returns (including CFR), governance reports and recovery monitoring information, and represents the finance function at committee and board level. Final accountability for benchmarking analysis, SFVS completion and financial assurance remains with the School Business Manager.



Person Specification

Finance Manager

Qualifications

• Essential

- A recognised professional accounting qualification (e.g. AAT Level 4, ACCA, CIMA, CIPFA) or equivalent relevant experience at a senior finance level.
- Evidence of continuing professional development relevant to finance, governance or public sector practice.

• Desirable

- Full CCAB qualification.
- Qualification or formal training in public sector or education finance.

Experience

• Essential

- Substantial experience of financial management within a complex organisation, preferably within the public sector.
- Experience of preparing statutory financial returns and regulatory reporting.
- Experience of budget setting, in-year reforecasting and monthly budget monitoring.
- Experience of producing clear, accurate financial reports for senior leaders and governing bodies.
- Experience of working with internal and external auditors and responding to audit recommendations.
- Experience of line managing staff and maintaining professional standards within a finance function.
- Experience of financial recovery, deficit management or intervention activity.

• Desirable

- Experience of working within a local authority, maintained school or academy trust.
- Experience of SEN or high-needs funding processes.
- Experience of income generation, grants or external funding streams.

Knowledge & Skills

• Essential

- Sound knowledge of public sector financial controls, risk management and internal assurance.
- Working knowledge of ESFA, DfE, Local Authority and HMRC financial regulations.
- Understanding of governance arrangements and the role of committees and boards.
- Ability to analyse complex financial information and present it clearly to non-financial audiences.
- High level of numeracy, accuracy and attention to detail.
- Strong IT skills, including financial systems such as FMS and Microsoft Excel.

• Desirable

- Knowledge of school funding methodologies and admissions-related funding.
- Knowledge of benchmarking and School Financial Value Standard (SFVS).
- Experience of education finance systems.

Leadership & Behavioural Competencies

- **Essential**
 - Ability to provide high-quality professional financial advice to senior leaders.
 - Confident communicator, able to present at and respond to challenge from governors and external stakeholders.
 - Ability to work collaboratively and build effective working relationships across services.
 - Ability to manage competing priorities and meet statutory deadlines within allocated working hours
 - Proactive approach to identifying and escalating financial risk.

Personal Attributes

- **Essential**
 - Demonstrates integrity, discretion and professionalism at all times.
 - Analytical, methodical and solution-focused.
 - Highly organised, with strong time management skills and the ability to meet statutory deadlines.
 - Able to work effectively and collaboratively as part of a finance team.
 - Resilient and able to work effectively under pressure.
 - Committed to continuous improvement and best value.
 - Strong commitment to equality, diversity and inclusion.

Additional Requirements

- **Essential**
 - Ability to attend meetings and present reports as required during agreed working days.
 - Commitment to safeguarding and promoting the welfare of children and young people.
 - Willingness to work in accordance with London Borough of Hammersmith & Fulham policies and procedures.

Term dates for 2025-26 William Morris Sixth Form

	First Day	Half Term	Last Day	
AUTUMN 202	Wednesday 20th August 2025	Thursday 23rd Oct – Friday 31st Oct 2025	Friday 19th Dec 2025	
SPRING 202	Monday 5th January 2026	Monday 16th Feb – Friday 20th Feb 2026	Friday 27th March 2026	
SUMMER 202	Tuesday 13th April 2026	Monday 25th May – Friday 29th May 2026	Wednesday 8th Jul 2026	

**London Borough of Hammersmith and Fulham
Community Secondary Schools**

Safer Recruitment Information for Applicants

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

Safeguarding Children and Young People

William Morris Sixth Form (WMSF) has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to our safer recruitment process.

Pre-Employment Vetting

As part of our safer recruitment process, WMSF operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below: -

Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others. This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

Disclosure and Barring Service Check (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check; this will include a check against the Protection of Children Act (PoCA) List and List 99. A List 99 check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

For posts working with children and/or young people, our policy requires all new employees to complete a DBS application form before your employment commences.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications/Registration with a Professional Body

If the post applied for requires a specific qualification and/or registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer and should be able to confirm your suitability to working with children and/or young people. If you have undertaken voluntary work with children and/or young people you may use the voluntary organisation employer as a referee.

If you have not previously worked with children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, we will seek references from educational establishments for those applicants with no previous employment history.

In all cases, we will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.

Eligibility to Work in the UK

We have a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Right to work in the UK can be validated through sight of original documents or online. When relying on original documents, these must be from the lists of acceptable documents prescribed by the Home Office. When relying on an online right-to-work check, the new employee will provide a share code inviting the employer to view their status online. The employer will download the information presented, noting by whom and when the check was completed. We will also need to confirm that the employee presenting themselves for work is indeed the individual presented through the portal.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of Hammersmith and Fulham Council's medical assessment procedure.

Online Checks

The Sixth Form reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with paragraph 221 of KCSIE this will include online searches on shortlisted candidates. The online searches the Sixth Form carries out may include searches of internet search engines, websites and social media platforms (public online information). The Sixth Form will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the Sixth Form will be treated consistently with regard to online searches.

