

Woodrush High School

An Academy for Students Aged 11-18

Strategic Finance Manager – Starting July 2024

Salary: PO4 - 5 (40 - £48,474 to 43 - £51,515)

Hours: Full time position; including term and non-term time; 5 days per week

Starting: From July 2024 (or as soon as possible)

Following a number of exciting structural changes which now align with the organisational growth and ambitions of the Academy's leadership and trust board, we are pleased to welcome applications for the new position of Strategic Finance Manager. We are seeking to appoint a dynamic and experienced finance leader who will provide clear leadership direction of the Academy's Finance Team and support for the operational and strategic direction of the school.

Welcome to Woodrush High School, an extremely popular and over-subscribed Academy for 11 to 18-year olds. Woodrush is a thriving secondary school committed to building supportive, professional relationships between students, staff, parents, carers and the community we serve, to ensure all our young people receive the excellent education they deserve.

With an established reputation both locally and regionally, Woodrush has a strong history of success and partnerships. Our latest inspection judged the school as 'Good' with outstanding Leadership & Management and Behaviour and Personal Development.

Our school community is composed of the main school site and the modern Community Hub building - containing the community and school Library, Rush Gym, Café, Youth & Community Centre and our educational Training Consortium. Each of these elements of Woodrush reflects our commitment to being at the heart of our community, serving children and residents and growing specialist in learning, teaching and youth support.

The Strategic Finance Manager will have outstanding inter-personal skills with the ability to communicate effectively with all stakeholders both within and beyond the school. Applicants will have had experience of managing highly complex budgets with multiple income streams.

Supported by the Headteacher, the successful applicant will hold a key strategic role in the overall leadership and management of the School.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. All shortlisted applicants will be subject to our safer recruitment procedures. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack go to search MyNewTerm, WM Jobs, TES online or please visit our website www.woodrush.org or contact Laura McCleary, HR Lead Administrator on 01564 823777 or directly on 07469 592767. Please note that we do not accept CV's and that all applications must be on the Woodrush Application form or online submission platform. If you would like to have a discussion with the Headteacher or to arrange a visit to the school, please contact head@woodrush.org or call the school on 07469 592767 or 01564 823777 and ask to speak with the Laura McCleary.

Please email completed applications to hr@woodrush.org by the closing date of 17.30pm on Friday 19th April 2024, interviews will be held on Friday 26th April 2024.

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An Academy for Students Aged 11-18

PURPOSE

- To give strategic vision and leadership to all aspects of finance.
- To lead, operate, maintain and develop the financial procedures and systems of the school.
- Together with the Senior Leadership Team and Governors, ensuring that legal requirements with regard to finance are maintained.
- To manage the school finance team.
- To play a central role in advising the Senior Leadership Team and Governors on finance matters.
- To liaise with the Diocesan Education Service, Local Authority and other external bodies as appropriate.
- To ensure that the School remains financially viable and can be run in an efficient and effective manner.

DUTIES

FINANCIAL

- Ensure the school has appropriate financial systems in place.
- Ensure that financial transactions are carried out in an appropriate manner and provide assurance that the financial regulations of the ESFA and the Academy are observed.
- To prepare, in conjunction with the Headteacher, Senior Management Team, the School's annual budget. To manage, monitor and report accordingly to the Board's Finance Committee.
- To prepare regular management accounts to monitor income and expenditure against the budget.
- To carry out regular budget monitoring and forecasting and investigate any variances arising.
- To prepare year end schedules, including the reporting of adjustments for accruals and prepayments.
- Support staff responsible for delegated budgets with procedures and systems which enable them to effectively monitor these budgets and to provide training, advice and updates as appropriate.
- To ensure that computerised records, written documentation and general information are maintained and secured.
- To develop and implement appropriate admin/finance systems to support the aims of the School.
- To carry out financial analysis on all income and expenditure streams ensuring the accounts are used as a mechanism for informing the wider process of the budgetary cycle of consultation, decision making, monitoring and review.
- To take responsibility for initiating and managing audit procedures as required.
- To attend and report to Trust Board committee meetings for Finance and any other committees as required.
- To monitor and control capital expenditure on buildings and grounds, in liaison with the Estates Manager
- To manage the School's bank accounts.
- To manage the School's cash flow.
- To oversee staff financial and payroll data.
- To respond to requests for financial information from external bodies.

Woodrush High School

An Academy for Students Aged 11-18

- To prepare schedules for lease payments.
- Advise the Governors and Headteacher on the resourcing needs of the School including the cost of new initiatives and the scope for efficiencies.
- Promote fair competition through quotations and tenders to ensure that goods and services are secured in the most economic, efficient and effective way.
- To ensure the proper function of the ordering system and linkage with the budget.
- To ensure the comprehensive Fixed Asset register meets external audit and continuity plan.
- Recognise and explore all new funding/income opportunities and ensure funding/income is maximised to enable the School to achieve both short and long term strategies.
- To lead the Finance Team ensuring the effective running of finance procedures.
- To take delegated responsibility for financial decisions following appropriate discussions with the Headteacher.
- Lead on the annual statutory audit of the Academy's accounts and ensure the approvals process for timely submission of annual statutory accounts, VAT returns and EFA submissions

GENERAL

- To support the ethos of the school.
- To support the School's commitment to safeguarding and promoting the welfare of children in the Academy.
- To undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher.
- To contribute to the review, updating, writing and implementation of finance policies.
- To carry out duties of the post in accordance with relevant legislation as well as Governing Body policy.
- To supervise the annual audit of equipment, furnishings and furniture, keep records, and ensure all records are in good order.
- To secure adequate, appropriate and securely maintained insurance cover, for all aspects of the school business.
- To ensure that confidentiality is maintained in line with agreed policies and protocols.
- To take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency



Woodrush High School

An Academy for Students Aged 11-18

Strategic School Business Manager Personal specification	Essential	Desirable	Evidenced By		
			Application	References	Interview
Education and Qualifications					
Educated to degree level in a finance/business related discipline.		✓	•		
Accountancy or School Business Management qualification.	✓		•		
Experience					
Experience in a leadership/management role.	✓		•	•	•
Able to lead and manage people and teams successfully and build strong working relationships.	✓		•	•	
Accountable for significant budgets; holding a senior role in finance.	✓		•	•	•
Experience of tendering/procurement for services and contracts to ensure best value and efficiency.	✓		•		•
Experience of working with governors or at board level.	✓		•		•
Experience of working in the education sector.		✓	•		•
Experience of generating income.		✓	•		•
Knowledge/Understanding					
Able to set and manage budgets, respond to changes and ensure all aspects of finance are strong.	✓		•		•
Excellent written and verbal communication skills with the ability to communicate financial and contractual information to both technical and non-technical audiences.	✓		•		•
High level organisational skills, with the ability to respond appropriately to conflicting demands and expectations.	✓		•		•
Advanced knowledge of Access Education financial management system.		✓	•		•
Knowledge of DfE and LA financial regulations.	✓		•		•
Able to adapt to new software systems and requirements.	✓		•		•
General / Personal Qualities and Characteristics					
Works accurately possessing great attention to detail.	✓		•		•
Ability to manage a complex set of priorities and tasks accordingly.	✓		•		•
Able to seek out information, advice and guidance when required.	✓		•		•
Ability to build successful working relationships with a wide range of internal and external stakeholders.	✓		•		•
Able to operate with the highest standards of personal/professional conduct and integrity.	✓		•	•	•
Excellent problem-solving skills – ability to work through complex scenarios and provide a range of solutions.	✓		•		•
High-level interpersonal skills, sense of humour, and ability to communicate effectively with a wide range of stakeholders.	✓		•		•
The ability to remain calm under pressure and meet deadlines.	✓		•		•
A willingness, where necessary, to support/coach colleagues	✓		•		•
A commitment to safeguarding and promoting the welfare of children and young people.	✓		•		•