



Sherwood Park School

Sherwood Park Campus &
Sherwood Hill Campus

Applicants Pack

Senior Finance Manager

Start January 2025

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Section 1 - Advert

Job title: Senior Finance Manager
Location: Wallington and Carshalton
Salary: (£46,044 - £49,086) Excludes cost of living allowance (TBC)
Spinal Point: PO4
Contract: Permanent
Start Date: January 2025

We are seeking to appoint an experienced and dedicated Senior Finance Manager to join an exemplary SEND provision in Wallington and Carshalton.

This is an exciting opportunity to take on a managerial role within the campuses, embed systems and processes and lead the Finance, HR and Reception Teams.

This role requires a highly focused individual who is organised and passionate about making a difference for our school and the local communities.

The successful candidate will be a highly efficient individual with outstanding attention to detail and will be responsible for overseeing the day-to-day operations of the finances, ensuring the accuracy and integrity of the school's financial records.

The successful Senior Finance Manager will provide comprehensive financial advice and support, manage Finance, support, HR and main reception operations, and uphold financial policies to ensure a productive and compliant work environment.

Please see the job description and person specification for further details.

About the Role:

We seek an experienced Senior Finance Manager to oversee our primary school's financial operations. This role includes managing budgeting, forecasting, payroll, and financial reporting, ensuring compliance with regulations, and supervising a Finance Assistant. Oversee workflow for HR and Reception teams.

Key Responsibilities:

- Oversee budgeting, forecasting, and financial planning.
- Prepare monthly management accounts and financial reports.
- Manage payroll and ensure timely, accurate payments.
- Process invoices, purchase orders, and expense claims.
- Develop and implement financial policies and procedures.
- Conduct regular financial audits.
- Supervise and support the Finance Assistant.
- Provide financial guidance and training to staff.
- Liaise with external auditors and stakeholders.
- Manage school funds, including grants and donations.

Requirements:

- Professional accounting qualification (e.g., ACCA, CIMA, AAT, DSBM or CSBM) or equivalent experience.
- Proven financial management experience, preferably in education.
- Strong budgeting, forecasting, and reporting skills.
- Proficiency in accounting software and Microsoft Office Suite.
- High accuracy and attention to detail.
- Excellent communication and interpersonal skills.
- Knowledge of financial regulations and legislation.

Please see the job description and person specification for further details.

To apply, search and please click the **'Apply Now'** button on the TES website <https://www.tes.com/jobs/> and complete our online application form.

Or Visit our school website <https://www.sherwoodpark.org.uk/Vacancies/> website to download the pack and email your completed application to recruitment@sherwoodpark.org.uk

Or Visit <https://www.eteach.com/> Please note that CVs are not accepted.

The closing date for this post is 11.00 am on Friday 8th November 2024.
Interviews will take place week commencing 18th November 2024.

If you would like to discuss this exciting opportunity, please contact
recruitment@sherwoodpark.org.uk

Sherwood Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list

Section 2 – About Sherwood Park School

Sherwood Park School is funded by Sutton Local Authority and is currently a full member of the Sutton Educational Trust, which offers mutual support and the sharing of best practices.

The school has nearly doubled in size and continues to grow. The local authority has committed to investing significant capital in extending and updating our campuses to accommodate the growth and sustain the school's ability to meet the needs of a large number of pupils.

The school is an all-age foundation special school which consists of two campuses;

Sherwood Park Campus in Wallington provides for pupils with profound and multiple learning disabilities and severe learning disabilities, and Sherwood Hill Campus in Carshalton provides for pupils with autism and severe learning disabilities and/or significant social and emotional difficulties that affect their capacity to cope with daily activities.

The two campuses are three miles apart (Beddington and Carshalton on the Hill) and are both the size of a "standard" special school, making the provision a group 7 school. The school continues to grow as one school with a joint dedication to the mission and values, led by the whole school senior leadership team and headteacher.

Sherwood Park School is growing and looking to appoint a Senior Finance Manager within the central office team.

Sherwood Park School is a warm and friendly school with high aspirations for our fantastic pupils.

Section 3 – Job Description

Sherwood Park Schools	Job Title: Senior Finance Manager
Responsible to: School Business Leader	Responsible for: Finance Assistant.
Grade: P04 Spinal point: 35-38 Salary (£46,044 - £49,086) Excludes cost of living allowance (TBC)	Working Hours: 36h per week AYR: All Year Round

The Senior Finance Manager is the school's leading strategic Finance professional to ensure the school meets its educational aims and works in partnership with the School Business Leader and SLT to ensure effective financial management of all services.

Main Job Purpose

Manage the day-to-day financial transactions of the school accurately and on time and to assist with the smooth running of the school's finances.

Prepare the management accounts and statutory returns and manage the monthly and Year End process.

Work closely with the School Business Leader to ensure reports and statutory returns are produced and submitted within required timescales.

To line manage finance assistants

Main Duties and Responsibilities

- Maintain the school's financial and accountancy systems.
- Monitoring cash levels and issuing invoices as required.
- In conjunction with the Business Leader and Executive Head teacher, prepare the annual budget for approval by the Governing Body.
- Prepare monthly expenditure and income accounts for presentation to the Business Leader, Executive Headteacher and Governing Body.
- Ensure timely production and issue of financial reports and returns as required by the LA.
- Lead on financial audits undertaken by LA.
- Prepare and submit authorised monthly year-end accounts/ reports.
- Responsible for the school's accounting procedures, including arranging

audits, ensuring maximum return on investments, and controlling petty cash.

- Liaise with the payroll provider regarding the correct payment of staff salaries, including the administration of claims for travel and overtime.
- Ensure that the school obtains the best possible value for money from suppliers and contractors.
- Be responsible for receipts, safekeeping, and arrangements for banking all monies received by the school.
- Manage school fund accounts, ensuring all income is accurately accounted for, and receipts are given for cash.
- Manage income from premises lettings to outside bodies and SEN out of borough invoicing.
- Monitor expenditures and process invoices for payment. Raise and authorise payments to suppliers.
- Draft financial policies as required for approval by the Business Leader and Headteacher.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- This is a description of the post's main duties and responsibilities at the production date. The duties may change over time as requirements and circumstances change.
- Month End Processes and Reporting.
 - To oversee the month-end process, ensuring that all reconciliations have been undertaken and independently reviewed;
 - To prepare monthly management accounts for the school for the use of Governors, Headteachers and School Business Leader.
- To provide monthly summary reports to all line managers of actual expenditure compared to budget.
- To coordinate the Year End closing process, to include:
 - Accruals and prepayments, receipts in advance and deferred income, depreciation/ amortisation;
 - The latest pension valuation is reflected in the accounts;
 - Analytical review of income and expenditure;
 - To prepare year-end schedules for external auditors;
 - Rolling forward the data file on Access to the new financial year.
- To act as a key contact with external auditors:
- To prepare the monthly VAT returns on time. To assist the School Business Leader with VAT implications of new capital projects or activities, liaising with external professionals as necessary.
- To monitor the finance email account on a daily basis, ensuring emails are allocated

appropriately to finance staff and that appropriate, timely action is taken.

- Analyse SEND pupil numbers and income and report financial implications.
- Manage and oversee the duties of the finance team and undertake appraisal reviews in accordance with school procedures.
- To review accounting guidance as issued and liaise with auditors to ensure compliance with new requirements.
- To produce termly reports on fundraising totals within the school fund
- To maintain registers of contracts and other financial agreements and provide information regarding costs, contract terms and performance as required.
- To assist in the negotiation of service agreements, working with facilities staff and other finance team members as appropriate and maintaining an up-to-date list of service level agreements.

Equality and Diversity

Central to the Governors and School is the commitment to treating people with dignity and respect whilst valuing the diversity of all. Increasing the emphasis on developing our school as a center of excellence for how we treat each other in relation to E & D. We are committed to eliminating all forms of discrimination in service of delivery, employment and in working with all stakeholders - including on grounds of race, gender, caring responsibilities, disabilities, gender reassignment, age, social class, sexual orientation and religion or belief.

General Points:

- To follow agreed procedures to ensure compliance with all relevant policies and processes.
- Maintain confidentiality at all times with respect to school-related matters and prevent disclosure of confidential and sensitive information.
- Carry out any other duties as may be requested from time to time.
- The School Business Leader may amend these responsibilities at any time in the future to respond to the school's changing demands and needs, national initiatives, and statutory legislation.

The list of duties in this job description should not be regarded as exclusive or exhaustive and may be required to carry out other duties as required by the Leadership Teams.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Sign	
Employee	Line Manager
Print Name	Print Name
Date	Date

Section 4 – Person Specification

Person Specification		Essential	Desirable
Qualifications		✓	✓
	Professional accounting qualification (e.g., ACCA, CIMA, AAT, DSBM or CSBM) or equivalent experience.	✓	

Experience		✓	✓
	Experience of finance and administration in a similar public sector environment including audits and operational leadership roles with a minimum of five year's experience.	✓	
	Experience of monitoring a budget and analysing financial reports.	✓	
	Experience of producing standard financial reports with excellent analytical skills.	✓	

Knowledge		✓	✓
	A sound knowledge of financial management and accounting procedures.	✓	
	Strong written and oral communication skills.	✓	
	Up to date knowledge of local government finance ,and HR procedures and compliance which also link to budget	✓	
	Well-developed IT expertise, including spreadsheets and a working knowledge of local authority computerised financial systems.	✓	
	Familiarity with pay and conditions of local authority staff.	✓	

Skills		✓	✓
	Ability to set and work to agreed targets	✓	
	Ability to communicate effectively with persons at all levels with a flexible and adaptable approach to work.	✓	
	Ability to maintain efficient record keeping systems.	✓	
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
	Ability to work proactively to achieve efficiency and effectiveness.	✓	
	Ability to organise own tasks with minimum supervision.	✓	
	Extensive experience of data analysis	✓	

Section 5 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

To apply, search and please click the 'Apply Now' button on the TES website <https://www.tes.com/jobs/> and complete our online application form.

Or Visit our school website: <https://www.sherwoodpark.org.uk/Vacancies/> to download the pack and email your completed application to recruitment@sherwoodpark.org.uk

Or Visit <https://www.eteach.com/> Please note that CVs are not accepted.

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section, it is important that you offer a continuous record or an explanation of any gaps to allow a full account of your experience, such as child raising or voluntary work.

Referees

Suitable referees have direct, recent experience of your work and are in responsible positions. References will be taken if the candidate is successfully shortlisted for an interview. We may need to contact them at short notice, so please be specific with regard to contact addresses, including email and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted before the interview stage for teaching and support staff posts unless specifically informed otherwise.

The Interview

Candidates will be invited to interview at the school, during which they will have the opportunity to meet staff and students and see the school in action.

Feedback Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Section 6 - Visits

The campuses are located in Wallington and Carshalton a few miles from each other.

Sherwood Park Campus

Streeters Lane,
Wallington,
SM6 7NP
Tel: 0208 773 9930

Sherwood Hill Campus

Stanley Park Road,
Carshalton,
SM5 3HW
Tel: 0208 669 7832

