



**HAMPSTEAD SCHOOL**  
Learning together Achieving together

## **FINANCE MANAGER**

Job Application Pack

**Full time | Permanent | Summer Term 2025**



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk). The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.



Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

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### Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler  
Head



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## The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



## Our Ethos

We expect staff and students to *Think Big, Work Hard* and *Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.



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## More about this role

The Finance Manager is a pivotal position offering comprehensive financial and accounting support, from setting policy and managing resources, to overseeing all aspects of financial administration. You'll play a key role in shaping our financial strategy by working closely with the Director of Business Operations, the Senior Leadership Team, and our board of governors.

This is a busy and demanding post, so the Finance Manager will need to be an experienced and dynamic finance professional seeking a rewarding role where their expertise can truly make a difference. They will oversee our school's dedicated and enthusiastic team, confidentially line managing our Finance Officer and Finance Assistant.

Proficiency in monthly management accounting, asset management, budgeting, forecasting and cash flow monitoring will be essential. Beyond technical skills, we're looking for someone who excels at stakeholder liaison. Thriving in a fast-paced environment demands strong multitasking abilities, composure under pressure, and exceptional organisational skills. The Finance Manager's positive, flexible approach, commitment to quality, and unwavering attention to detail will have a large impact on the educational outcomes of our students.

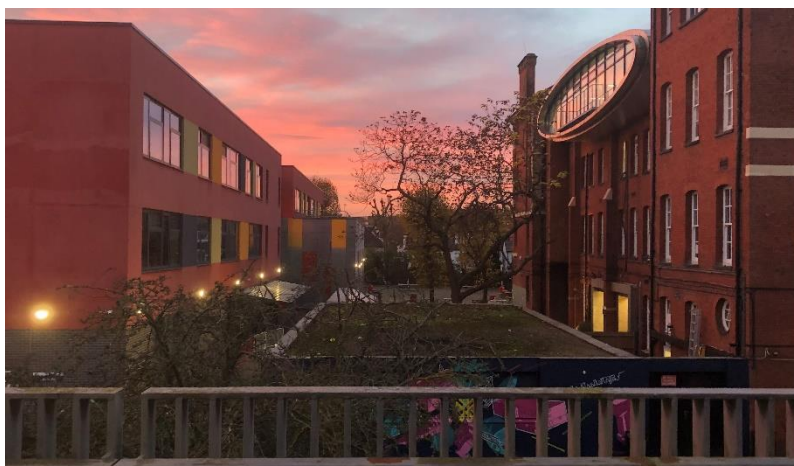
## Safeguarding Children

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

## Timeline of events for this post

Applications should be submitted no later than **9am on Monday 24<sup>th</sup> March 2025**.

Interviews will be held on **Thursday 27<sup>th</sup> March 2025**. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.





## Job Profile: Finance Manager

*Hampstead School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.*

<b>Direct Reporting</b>	Director of Business Operations (DoBO)
<b>Line Management</b>	Finance Officer x 1, Finance Assistant x 1, Apprentice Finance Assistant x 1
<b>Grade</b>	PO4
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>To provide high level financial support and expertise to relevant colleagues, supporting the DoBO with development and implementation of the school's short-, medium- and long-term financial strategies</li> <li>To work with senior stakeholders, using excellent communication and team building skills to provide up-to-date financial information, responsive advice and high-quality support to enable effective decision making</li> <li>To be responsible for the school's financial management, consolidation of all financial reporting and business planning, ensuring key information is accurate and available for statutory reporting requirements</li> <li>To oversee the preparation of monthly management accounts, including financial forecasts, variances to budget, cash flow forecasts and balance sheet, providing clear information and recommendations</li> <li>To ensure the school's accounting information is effectively and accurately maintained in compliance with Local Authority and Department for Education requirements, as well as all relevant legislation.</li> <li>To prepare detailed work for financial statements, ad hoc scrutiny visits and audits, liaising with internal and external auditors, implementing recommendations and improving processes accordingly</li> <li>To ensure monthly payroll reconciliations for teaching and associate/support staff are completed in accordance with current staffing model, liaising with external payroll service to troubleshoot issues</li> <li>To line manage, motivate and develop the wider finance team, directing their daily work to meet all deadlines, promoting best practice, innovation and consistency across the school</li> <li>To ensure day-to-day finance procedures are carried out efficiently and in a timely manner, including processing orders and invoices in line with financial procedures; timely payment of suppliers; reconciliation and management of bank accounts, central funds, school credit card etc.</li> </ul>
<b>Finance duties</b>	<ul style="list-style-type: none"> <li>To ensure proper accounting and financial records and systems are maintained</li> <li>To ensure financial accounts are produced monthly, in accordance with generally accepted accounting principles and within agreed timeframes.</li> <li>To ensure all statutory accounting, VAT and tax returns are produced and submitted in accordance with legislation</li> <li>To ensure effective internal controls and implement new procedures, as necessary.</li> <li>To ensure that the agreed purchase ordering process is implemented and adhered to by all members of staff</li> <li>To ensure proper asset management processes are in operation</li> <li>To ensure the school complies with legal and regulatory requirements, that licenses are in order and that all returns are filed correctly and on time</li> <li>To maintain up-to-date knowledge of the latest accounting and tax regulations within the UK</li> </ul>
<b>Budgeting and forecasting duties</b>	<ul style="list-style-type: none"> <li>To act as Financial Advisor to the Head and Governors on all financial matters affecting the school, including the financial implications of strategic and operational decisions using appropriate financial modelling tools</li> <li>To further develop, embed and maintain a comprehensive system of Integrated Curriculum and Financial Planning to help plan the best curriculum for students with the available funding</li> <li>To prepare the annual budget, taking into account the strategic direction of the school as outlined in the School Development Plan, and present it to senior leaders and Governing Board as required.</li> <li>To manage the budget and forecast process for the school to agreed deadlines using standard templates as specified by the school, Local Authority and Department for Education.</li> <li>To produce business plans, annual budgets and quarterly re-forecasts for the school, in conjunction with the DoBO</li> </ul>



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	<ul style="list-style-type: none"> <li>• To work with budget holders to determine correct allocation of cost budgets across cost centres and budget headings</li> <li>• To work with admissions staff to generate pupil number forecasts to drive the revenue budget</li> <li>• To work with HR staff to determine the correct staffing structure and associated costs for the budget and maintain this model for the forecast</li> <li>• To ensure that cost efficiency is a key part of the budget process, eliminating waste and ensuring best value for money</li> </ul>
<p><b>Budget managing and reporting duties</b></p>	<ul style="list-style-type: none"> <li>• To ensure the school maintains costs within agreed budget levels</li> <li>• To monitor actual spend against budget on a budget holder and account heading basis</li> <li>• To liaise with budget holders on a regular basis to ensure that they are aware of their budgets and what they have spent to date</li> <li>• To take action to ensure that budget holders do not go over their budgets during the year</li> <li>• To develop internal management reports to aid the Head and Senior Leadership Team in the management of the school and budget holders in the management of their individual budgets</li> <li>• To ensure completed management accounts and KPI packages are delivered to the Local Authority, Department for Education and Governing Board within agreed deadlines.</li> <li>• To produce, review and report the monthly management accounts to the Head and DoBO</li> <li>• To produce financial and performance reports to the Head and DoBO as required</li> <li>• To produce and submit appropriate capital expenditure proposals</li> <li>• To produce timely cash flow forecasts to aid the school's cash management</li> <li>• To complete financial year-end processes in line with local authority and government requirements</li> <li>• To produce year end accounts for Head, DoBO and Governing Body</li> </ul>
<p><b>Operational duties</b></p>	<ul style="list-style-type: none"> <li>• To support the achievement of value for money across the school, implementing a centralised purchasing function and supporting colleagues with larger procurement projects via suitable methods such as the use of frameworks</li> <li>• To authorise payments on the bank software, ensuring that all invoices have been authorised in line with the school's financial procedures and scheme of delegation</li> <li>• To actively manage the credit control process to ensure that all debts are collected by the due date</li> <li>• To actively manage the school's cash flow to maximise efficiencies in cash usage.</li> <li>• To recommend and lead on key financial IT systems including accounting software, financial monitoring and planning systems and school fund</li> <li>• Lead on ad hoc projects, working directly with Director of Finance and IT, such as systems implementations</li> <li>• To be flexible in order to meet business needs, including attending governor meetings or supporting at after school events as required</li> <li>• To provide training for budget holders on the school's finance system</li> </ul>
<p><b>Funding and income generation duties</b></p>	<ul style="list-style-type: none"> <li>• To advise the Head, DoBO and other staff on all financial matters pertaining to the school, including the likely impact of funding changes, recommending action as required</li> <li>• To monitor and manage additional funding and grants coming into the school, recommending action as required.</li> <li>• To drive the school's income generation strategy, maximising school finances through identification of potential grants and innovative additional or alternative sources of income/funding such as lettings and sponsorship</li> <li>• To be responsible for the online payment system and all finance related aspects of school trips and the enrichment programme, including reconciliation to the bank account</li> <li>• To ensure all non-invoiced income to the school is accurately recorded, including monies raised for charities, and reconcile to the bank</li> <li>• To ensure relevant insurance policies are maintained and process claims arising.</li> </ul>
<p><b>Monitoring and Compliance duties</b></p>	<ul style="list-style-type: none"> <li>• To ensure a register is maintained so that contracts are regularly monitored and appropriate notice is given, leading subsequent tendering arrangements as required</li> </ul>



	<ul style="list-style-type: none"> <li>• To be responsible for the production, maintenance and review of the school’s risk register and take action to address any high-risk areas</li> <li>• To conduct regular benchmarking and forecasting exercises using appropriate financial reporting tools.</li> <li>• To plan and prepare realistic annual budgets, three year forecasts and the School Financial Value Standard for approval by Governors that are closely aligned with the strategic objectives of the school</li> <li>• To develop and maintain financial procedures, policies and effective systems of financial accountability and control</li> <li>• To ensure the school’s financial regulations, policies and procedures are kept under review and all staff work within the framework of these policies to ensure full compliance with regulations and best practice and ensuring value for money.</li> </ul>
<p><b>Personnel and management duties</b></p>	<ul style="list-style-type: none"> <li>• To oversee and manage the workload of the finance team staff and manage their professional development, ensuring that they perform their duties to the highest possible standard, including performance management reviews and targets</li> <li>• To manage the finance team and work closely with other staff within the wider HR and admin team to ensure the school achieves best value</li> <li>• To provide clear information, advice and recommendations to the Head and Governors in the strategic utilization of school resources and assets and the development of the school’s business activity, to ensure the best possible outcomes for students.</li> <li>• To work in close collaboration with colleagues across the whole school, other schools and with key external partners, ensuring that business activities are closely integrated and joined up to deliver the school’s objectives whilst generating financial savings.</li> </ul>
<p><b>Additional Duties</b></p>	<ul style="list-style-type: none"> <li>• To ensure that all Data Protection regulations are adhered to, informing the Data Protection Lead of any related issues, particularly in relation to potential data breaches and poor working practices.</li> <li>• To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.</li> <li>• To carry out any other reasonable duties within the scope of this function and grading as directed by the Director of Business Operations, or other senior staff</li> <li>• To act at all times in accordance with school policies and to provide a professional role model for students, parents and other staff.</li> <li>• To participate in training and other learning activities and performance development as required.</li> <li>• To actively promote safeguarding, student wellbeing and associated procedures in line with KCSIE and school protocols.</li> <li>• To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise</li> <li>• To manage the available resources of space, staff, money and equipment efficiently in line with the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.</li> <li>• To act as a designated First Aider, following appropriate training, to ensure requirements of the school’s First Aid Needs Assessment are satisfied</li> </ul>

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.

*All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.*



## Person Specification: Finance Manager

Criteria		Essential	Desirable
<b>Values and disposition</b>	The ability to <i>Think Big, Work Hard</i> and <i>Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	A positive, proactive, creative, solutions-focused approach	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	An exceptional record of punctuality and attendance	•	
<b>Experience</b>	Demonstrable evidence of achieving successful organisational change through the implementation of cost-effective, efficient financial systems and functions	•	
	Proven experience of successfully developing, implementing managing and coordinating complex systems and processes that deliver in key business requirements	•	
	A strong track record of leading complex teams of financial professionals and business support colleagues to achieve service delivery	•	
	Experience at management level in finance or related field involving leading a successful team	•	
	Experience of successfully producing management and statutory financial information and accounts	•	
	Successful experience of working within a school or an educational organisation		•
<b>Knowledge and skills</b>	Commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels	•	
	Extensive financial skills and experience, including a proven track record in building and managing multimillion pound budgets and direct responsibility for financial analysis, controls and reporting	•	
	Extensive knowledge of principles, practices and procedures relating to business planning and financial and organisational management, preferably gained within an education environment	•	
	Strong financial analysis and risk management skills with the ability to analyse, interpret and communicate complex financial information with ability to work strategically and implement creative solutions	•	
	Able to work collaboratively and effectively within a team environment, building and maintaining successful relationships with all stakeholders	•	
	Strong organisational and communication skills. Ability to advise, persuade and influence stakeholders in a professional and effective manner	•	
	Able to work under pressure and use initiative to work independently and to prioritise work	•	
	Highly skilled expert in the use of ICT office products and its potential for the organization, involving excellent presentation skills to be able to report to those without a background in finance and advanced knowledge of Excel for report generation and analysis of data	•	
<b>Equality, Diversity and Inclusion</b>	Awareness of the equality, diversity and inclusion agenda	•	
	Commitment to equal opportunities and celebrating diversity	•	
<b>Qualifications</b>	A qualification in a relevant discipline at least at Level 6 (degree), or appropriate experience	•	
	Relevant professional qualification in accounting (e.g. ACA, ACCA, CIMA) or comparable experience	•	
	A good level of general education including English and mathematics to Level 3	•	
	Right to Work in the UK	•	
	Evidence of CPD relevant to the role, such as DSBM / CSBM		•
	First Aid qualification (essential on appointment so training will be provided)		•



### **What Ofsted say about Hampstead School**

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

#### **Curriculum**

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

#### **SEND**

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

#### **Personal Development**

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

#### **Relationships**

'Staff feel valued and are proud to work in the school.'

#### **Behaviour**

'Leaders have high expectations of pupils' behaviour.'

#### **Reading**

'Leaders have made reading a priority.'





### **Transport**

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

### **What can Hampstead School offer you?**

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Staff only access to the school gym between 6:30 – 8:00 & 15:00 – 18:00
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).