

Job Description: Finance Manager
St Anne's CE Primary School and Nursery, Wyre Hill, Bewdley, DY12 2UF

Position title: Finance Manager

Start date: September 1st 2026 (Handover training will be provided)

Contract type: Part time - 1 Year fixed term in the first instance

Grade: SCP 6

This grade expects an independent professional with experience in a related field. Candidates do not need to be fully qualified, but they must be capable of working without close day-to-day supervision.

Hours: Term Time only, 20 hours per week. Specific days and hours TBC

Reports to: Headteacher

Role Overview

The Finance Manager is responsible for the day-to-day financial administration of the school, ensuring accurate processing of transactions, income allocation, invoicing, reconciliations, and financial reporting. The role supports the effective management of school finances — including nursery and catering operations, procurement processes, and stakeholder communications — while maintaining strict compliance with local authority financial procedures and deadlines.

Key Responsibilities

1. Financial Transaction Processing

- Process supplier invoices and credit notes within the financial management system, ensuring all supporting documentation is attached and accurately recorded.
- Process procurement card expenditure and maintain meticulous records.
- Set up new suppliers on the financial system following completion of required documentation.
- Process monthly charging of catering income from external contracts.
- Process income allocations and remittances, ensuring income is correctly coded and allocated within the financial system.

2. Budget Monitoring & Financial Control

- Review outstanding commitments to ensure ongoing accuracy and completeness.
- Support the preparation and maintenance of annual budgets.
- Update and maintain budget tracking spreadsheets for departmental managers.

3. Financial Reporting & Reconciliations

- Produce procurement card expenditure reports for management approval.
- Complete reconciliations, including imprest and petty cash accounts where applicable.
- Review and reconcile school meals income and recharge arrangements.

4. Purchasing & Procurement

- Process purchase requests, ensuring expenditure is within approved budgets and financial regulations.
- Conduct financial checks and budget verification prior to approving purchases.
- Support the management and renewal of Service Level Agreements (SLAs).

5. Administration & Communication

- Monitor and respond efficiently to finance-related emails and electronic messaging systems.

- Liaise with local authority finance teams regarding income allocations and financial transactions.
- Maintain comprehensive financial records and documentation in accordance with audit and compliance requirements.
- Provide clear financial information and support to school leaders, governors, and budget holders as required.

Person Specification

Skills & Experience

- **Financial Background:** Proven experience in financial administration, bookkeeping, or school finance.
- **Core Knowledge:** Solid understanding of budget monitoring, invoicing, reconciliations, and financial reporting.
- **Technical Skills:** Experience using financial management systems (such as TechOne, iTrent, E5, SAP, SIMS.net, SAGE, or similar) alongside strong Microsoft Excel skills.
- **Analytical Ability:** Strong numerical and analytical skills with excellent attention to detail.
- **Organisation:** Ability to manage multiple deadlines and prioritize workloads effectively in a busy school office environment.
- **Sector Experience (Desirable):** Experience working within education, local government, or public sector finance environments.

Key Attributes

- A high level of accuracy and keen attention to detail.
- A friendly, courteous, and professional approach when dealing with both adults and children.
- The ability to work independently, use initiative, and manage competing priorities.
- Strong problem-solving and investigative skills.
- An absolute commitment to confidentiality and professional integrity.
- A collaborative approach with the ability to build positive working relationships with colleagues and external stakeholders.