



Appointment of Finance Manager

Required May 2025

Welcome from the Head



My vision for our students has been to improve the quality of teaching & learning and to increase opportunities and experiences for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators.

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently. We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- › We are an 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

"Pupils are proud of their school. They know that the staff work very hard to support them"

(Ofsted 2023)

The Role

We are looking for a dedicated and experienced School Finance Manager to join our busy Finance Team. The ideal candidate will be responsible for managing the financial health of the school, ensuring compliance with all financial regulations, and providing strategic financial guidance to the school's leadership team. This role requires a deep understanding of financial management, budgeting, and accounting principles, as well as the ability to communicate effectively with various stakeholders, including school administrators, teachers, parents, and external auditors.

The School Finance Manager will play a crucial role in developing and implementing financial policies and procedures, preparing financial reports, and overseeing the school's financial planning and analysis. The successful candidate will have a strong background in finance and accounting, excellent analytical skills, and a commitment to supporting the educational mission of the school. Key responsibilities include managing the school's budget, monitoring cash flow, conducting financial forecasting, and ensuring the accuracy and integrity of financial records. The School Finance Manager will also be responsible for overseeing payroll, accounts payable and receivable, and coordinating with external auditors during financial audits.

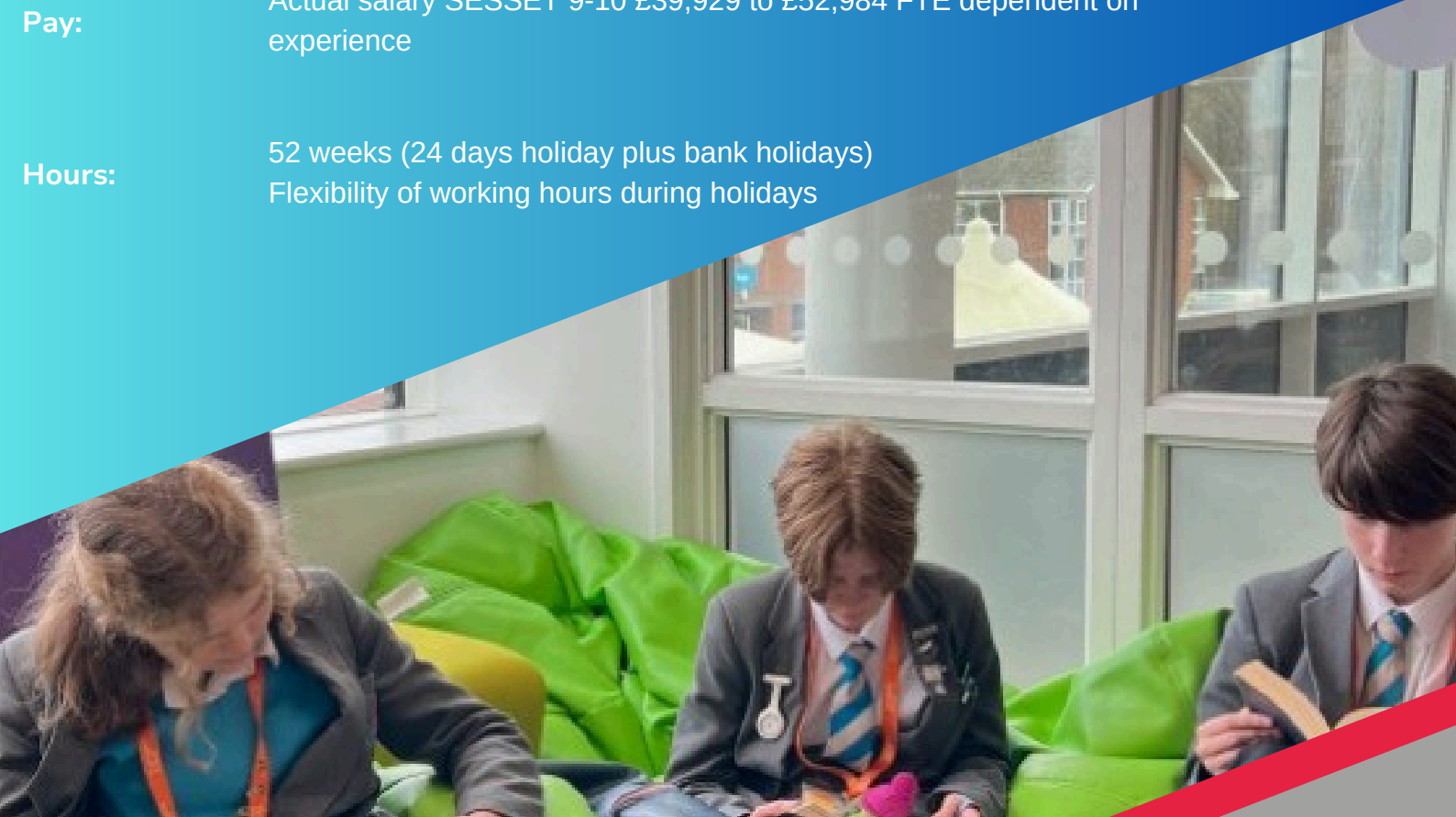
This role requires a proactive and detail-oriented individual who can work independently and as part of a team to achieve the school's financial goals. If you are passionate about education and have a proven track record in financial management, we encourage you to apply for this exciting opportunity.

Post Title: Finance Manager (Hours negotiable, Part time applications welcome)

Line Manager: Headteacher

Pay: Actual salary SESSET 9-10 £39,929 to £52,984 FTE dependent on experience

Hours: 52 weeks (24 days holiday plus bank holidays)
Flexibility of working hours during holidays



Benefits

- > Strong Induction Programme
- > Great CPD and training opportunities
- > Modern, spacious and well-equipped offices, staff room, teaching and learning spaces
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Start the day with free morning porridge! Tea and coffee available
- > High Employer contribution to the Local Government Pension Scheme
- > Annual flu vaccinations

“Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.”

“Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.”

Role Description

The Role

The ideal candidate will be responsible for managing the financial health of the school, ensuring compliance with all financial regulations, and providing strategic financial guidance to the school's leadership team. This role requires a deep understanding of financial management, budgeting, and accounting principles, as well as the ability to communicate effectively with various stakeholders, including school administrators, teachers, parents, and external auditors.

Responsibilities

Finance

- In consultation with the Head, Governing Body and SESSET, establish financial systems to maintain and monitor the financial health of the school, ensuring effective operation of all financial services and commercial activities.
- Work with the Head and the Governors to produce an 'Implementation Plan' for the school, providing advice and expertise on finance matters.
- Prepare an annual school budget for the head and governing body.
- Prepare for the School's annual financial audit, liaising with the appointed auditors as required.
- Produce regular finance monitoring reports, including all income and expenditure,
- Manage the preparation and posting of month end and year end journals e.g. accruals, prepayments, depreciation and payroll along with the reconciliation of control accounts.
- Review, advise and update key policies relating to the finance operation of the school.
- Ensure income is accurately recorded and reconciled to funding allocations, cost is controlled and working capital is effectively managed
- Liaise with school-based colleagues as required and support school administration teams with information to facilitate communications with parents and carers
- Manage the purchase of all goods and services for the school ensuring that wherever possible School purchasing achieves best value for money by use of the most efficient procurement methods.
- Advise on all financial policy within the school.
- Manage cash flow.
- Control and manage debtors.
- Oversee and expand the commercial activity of the school, including external lettings, holiday clubs and summer school.
- To have oversight of and ensure that the finance team are sharing relevant financial information internally to Subject Leaders and the Senior Leadership Team drawing attention to any over/underspend on departmental budgets, standards funds, specialist school funding etc.
- Ensure that funding is available to meet capital projects, liaising with Local Authority, ESFA, CIF bids and other funders as appropriate
- Overseeing the collection of School Fund donations from parents.
- Ensure the annual gift aid claim is submitted to the Inland Revenue.
- Oversee the day-to-day purchases and expenditure.
- Overseeing the trips accounts and working with the finance team to ensure trips do not run at a loss.



Role Description Continued

Insurance

- Act as primary point of contact for the School's Insurance brokers, dealing with the annual insurance renewals as appropriate
- Ensure that adequate cover is maintained.
- Oversee maintenance of the school's asset registers (not including IT).
- Oversee the handling of any claims on the insurance policies.

Work collaboratively with the Operations & HR Officers to:

- Maintain the fixed asset register.
- Manage all contracts entered into by the school including tendering, terms and conditions, and ensuring quality of service and cost effectiveness at all times.
- Review the market for contract services purchased by the school and negotiate with suppliers to achieve best value wherever possible - e.g. telephone, reprographics equipment, catering, grounds maintenance, etc.
- To investigate Fund Raising for the school in submitting bids and other activities.

Payroll

- Alongside the HR Officer, be responsible for the management of the payroll information and pensions information for the schools directly employed staff.
- Ensure that the school's appointed payroll provider is informed of overtime and additional hours by preparing monthly returns for overtime and additional hours.
- Check the salary report for accuracy and correcting the data where necessary.
- Ensure that the payroll is correctly and accurately accounted for.
- Ensure all staff are paid in accordance with their agreed pay and conditions.
- Deal with any staff queries on pay, pensions etc.
- Be responsible for ensuring that the Apprenticeship Levy Account is managed efficiently to ensure the best value for the school.

General

- To line manage the finance team
- Contribute to the development of the School Development Plan and Individual Implementation Plans with the Senior Leadership Team and ensure that financial costings are included wherever possible
- Attend meetings of relevant Governor sub-committee meetings and Leadership Meetings as required
- Take responsibility for personal professional development, keeping up to date with developments related to school efficiency which lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.



Person Specification

The successful candidate will need:

- Bachelor's degree in Finance, Accounting, or related field
- Professional certification (e.g., CPA, CMA) preferred
- Desirable minimum of 5 years of experience in financial management
- Experience in an educational setting is a plus
- Strong knowledge of financial regulations and accounting principles
- Excellent analytical and problem-solving skills
- Proficiency in financial software and Microsoft Office Suite
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented with strong organizational skills
- Ability to manage multiple tasks and meet deadlines
- Experience with budgeting and financial forecasting
- Knowledge of payroll processing and tax regulations
- Ability to provide strategic financial guidance
- Strong ethical standards and integrity
- Experience with financial audits and compliance
- Ability to develop and implement financial policies
- Strong leadership and management skills
- Commitment to supporting the educational mission of the school
- Ability to work with diverse stakeholders

Safeguarding

- The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
- Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Contact

If you would like to know more about this role please contact:

Karen Ehren, HR Officer

hr@carringtonschool.org

01737 764356 x208

Aspire Innovate Respect



Closing date for applications is
**10:00am Tuesday 25
February 2025**

Interviews will be held
week beginning
TBC

For an informal discussion about the
role please contact the HR manager,
Karen Ehren
kehren@carringtonschool.org





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