

Finance Manager Application Pack



Jun 2026

Dear Applicant

Re: Finance Manager
37 hours a week, term time only + Inset Days + 4 weeks
NJC Grade 10, Points 25-28

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

We look forward to receiving your completed application form and letter of application. In this letter you should indicate how your experience to date equips you for this post at The Weald. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am Monday 6 July 2026**. Interviews are planned for **Tuesday 14 July 2026**.

Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for an interview.

You should email your completed application form to jobs@theweald.org.uk. Should you have any specific questions relating to this post, please contact our HR department on 01403 787200 or via email on jobs@theweald.org.uk

Yours sincerely,



Sarah Edwards
Headteacher

JOB DESCRIPTION

Finance Manager

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Grade 10 (Points 25-28) £36,363 - £39,152 FTE, actual salary £36,100 - £38,796

Hours: 37 hours a week, term time only + Inset Days + 4 weeks.

Contract type: Full time, permanent

Reporting to: Business Manager

Main Purpose

Reporting to and working alongside the School Business Manager, Senior Leadership Team, and Governors, you will oversee the school's financial management operations. You will provide leadership to the finance team, ensuring sound financial stewardship, effective budget monitoring, and the delivery of a reliable, efficient service that supports the school's objectives and maintains stakeholder confidence.

You will be responsible for processing invoices and ordering, dealing with financial transactions, being the first point of contact for suppliers and providing financial support to the Business Manager. You will follow best practice with regards to financial controls.

Responsibilities:

Financial Management

- Managing the Finance Department towards daily, weekly and monthly finance timetables.
- Responsibility for ensuring the accuracy and completeness of the school's financial systems
- Responsible for ensuring that all financial controls and audit requirements are adhered to and documented
- Management, control and reconciliation of the Parental cash collection system

- Responsible for all financial returns to third parties
- Ensuring the implementation of best value procurement across the school
- Responsible for identifying insurance issues and processing insurance claims
- Reconciliation of the main school bank account
- Responsible for maintaining the contracts register

Lettings and income

- Management of school lettings policy.
- Negotiating/Liaising with hirers to maximise income and liaising with Premises manager for operational issues.
- Working with the School Business Manager to identify and maximise other income streams
- Ensuring prompt invoicing for income (lettings and other) and collection of outstanding income from debtors

Budget setting, monitoring and control

- Assist the School Business Manager with preparation of the annual school budget
- Develop budgetary control systems using financial modelling and spreadsheet construction as appropriate
- Whole school and individual cost centre budget monitoring and control - Regular liaison with all budget holders and reporting by exception to the Business Manager
- Preparation of regular forecasts and monthly budget monitoring reports
- Tracking of all income and expenditure including SEND funding, utilities and PPG

School Shop and Canteen

- Responsible for ensuring the accuracy and completeness of transaction processing relating to the school Canteen and school Shop
- Performance monitoring of the school Canteen and Shop

School Trips

- Financial management of school trips
- Budget preparation and maintenance at individual trip level
- Oversight of the school fund account
- Quality control of communications
- Effective liaison with Educational Visits Coordinator to ensure smooth operation of school trips

General Administration & other

- Some hands-on transaction processing as required
- To support the Business Manager on specific projects as required

Finance Manager: Person Specification

Sections	Competencies	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> Highly professional attitude and strong work ethic 	✓	
	<ul style="list-style-type: none"> Be a leader and effective manager who demonstrates integrity, warmth, creativity and good humour 	✓	
	<ul style="list-style-type: none"> Be innovative and forward thinking to help improve and maintain high standards of financial management 	✓	
	<ul style="list-style-type: none"> Possess emotional resilience and the ability to work under pressure 	✓	
	<ul style="list-style-type: none"> Demonstrate a flexible and adaptable approach to work with sound judgment, honesty and integrity 	✓	
	<ul style="list-style-type: none"> Have the ability to adapt to changing circumstances and new ideas 	✓	
Qualifications and Training	<ul style="list-style-type: none"> Have qualifications in financial management and/or accountancy 		✓
	<ul style="list-style-type: none"> Hold a minimum 5 GCSEs including Level 5 or above in Maths & English (or equivalent) 	✓	
	<ul style="list-style-type: none"> Demonstrate a willingness to attend training and ongoing CPD, in order to expand, refresh and update knowledge 	✓	
Experience	<ul style="list-style-type: none"> At least 3 years' experience in a senior financial role and preparing statutory returns 	✓	
	<ul style="list-style-type: none"> Experience of working within an Education or public service environment 		✓
	<ul style="list-style-type: none"> Experience of budgeting, working with financial procedures and drafting financial policies 	✓	
	<ul style="list-style-type: none"> Experience of banking procedures and cash handling 	✓	
	<ul style="list-style-type: none"> Experience of the development of budgets and longer-term forecasts 	✓	
	<ul style="list-style-type: none"> Demonstrable experience of the provision and explanation of management accounting information including variance analysis and trend monitoring to a range of stakeholders 	✓	
	<ul style="list-style-type: none"> Significant experience of the effective use of an accounting/financial management package 	✓	
	<ul style="list-style-type: none"> Experience of using BromCom MIS & Finance packages 		✓
	<ul style="list-style-type: none"> Experience of dealing with accounting for trading activities 		✓
	<ul style="list-style-type: none"> Experience of leading, developing and coaching a team of staff 	✓	
Skills and Knowledge	<ul style="list-style-type: none"> An excellent working understanding of accounting processes and procedures with good knowledge of best practice in financial procedures and controls 	✓	
	<ul style="list-style-type: none"> Ability to produce and deliver complex financial information which inform strategic development in a logical, user-friendly way 	✓	
	<ul style="list-style-type: none"> Excellent time management skills with the ability to handle a varied and complex workload with competing priorities whilst meeting deadlines effectively 	✓	
	<ul style="list-style-type: none"> Excellent verbal and written communication skills, with the 	✓	

	ability to relate to people at all levels		
	<ul style="list-style-type: none"> Strong ICT skills and specifically Microsoft and Google products 	✓	
	<ul style="list-style-type: none"> An understanding of the funding, financial management arrangements and reporting requirements of the local authority 		✓
	<ul style="list-style-type: none"> Strong attention to detail and able to produce work at a high level of accuracy 	✓	
	<ul style="list-style-type: none"> Ability to liaise positively with staff, students and parents/carers and be customer focused with a professional and friendly manner 	✓	

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

The Weald School - Opportunity & Community - Our Ethos and Values Every Day

We want *every* member of our community to thrive and we believe that signing up to our ethos and values helps us to do this. Here's what it means for staff:

- We believe that you should have opportunities to be stretched, challenged and supported in a welcoming community.
- We know that you have to keep on learning to deliver the best for students.
- We know that students do their best when you believe in them.
- We expect you to be curious about students' barriers to learning and how to help them overcome these.
- We follow evidence-based research in our professional practices.
- We know that students need feedback on their work and that this can take many forms.
- We value your feedback so that together we can continue to make our school better.
- We want you to feel safe enough to take risks and make mistakes.
- We believe that success only comes after hard work.
- We value kindness above all else.

In a recent survey, 90% of staff said that well-being and mental health are priorities for the school.

Reasons to Work at The Weald

How do we look after our staff at The Weald?

1. Friendly and happy staff (many stay for their whole careers)
2. Additional non-contact period on top of PPA time
3. Attending personal appointments (e.g., children's nativities)
4. Well-being activities of choice on every INSET day (e.g., paddleboarding, baking)
5. Devolved INSET day for Christmas shopping
6. Senior leader i/c staff well-being, part of well-being working party
7. Flexible working available for all to apply for (approx. 20% of staff are part-time - including middle and senior leaders)
8. CPD is mainly department and self-led, appraisal is enquiry/research based and not data driven
9. Support walk system led by senior staff every lesson to support staff with behaviour
10. Daily behaviour panel to deal with key incidents
11. Low stakes learning walks with feedback
12. No emails out of working hours (i.e., Mon-Fri, 8-6) and very limited whole school emails (twice-weekly staff bulletin instead)
13. Two key assessments per year group per year requiring data input
14. Expectations for staff fall below 1265 hours' directed time for all staff
15. Unlimited tea and coffee every day to promote team ethos
16. Discounted membership of gym and swimming pool next door
17. Remote parents' evenings with extended time to allow staff to work flexibly
18. Clear evidence-based T&L strategy supported by clear behaviour expectations
19. Supportive and active Staff Voice group, feeding back directly to HT from each department

About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2025, our Year 13 students achieved results which put us, yet again, in the top 10% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 due to students not sitting Year 6 SATS.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *“Lessons are fun, and the school has a good atmosphere” - Year 7 student*
- *“The teachers have a good attitude to learning and we are encouraged and can hold our own opinions” - Year 10 student*
- *“We are able to talk to our teachers about issues and they make a real difference in our lives” - Year 9 student*
- *“I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work.” - Year 12 student*
- *“There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process.” - Year 13 student*

Sarah Edwards
Headteacher

September 2025