



Finance Manager - November 25

A Welcome from the Headteacher



A warm welcome to The Whitby High School and thank you for expressing an interest to join our highly skilled and committed staff team.

Commitment is a core value at our school and underpins all that we do. To join this school is to join a team of professionals who are fully committed to achieving the very best experiences and outcomes for the young people in our care. Along with respect, kindness and inclusivity, we offer an opportunity for our young people to grow, to thrive and to be valued and successful members of their local and wider community.

Every adult in our school plays an important part in a young person's life choices and experiences. We are all committed to 'The Whitby Way' and we want you to be part of this, too.

This is a place where people want to be.

Is this the place for you?

If so, I would love to hear from you.

Mrs. Geraldine Fraser (BEd, MSc, NPQH)

Headteacher

Finance Manager



Grade 9

37 Hours Per Week

43 Weeks Per Year

£36,374 - £39,724 (Actual Salary)

£38,220 - £41,771 (Full Time Equivalent)

We are seeking a highly competent and experienced Finance Manager to provide dedicated support to the Headteacher and School Business Manager. The post holder will be responsible for the day-to-day management of the School's finances, ensuring financial compliance and controls are in place, as well as financial reporting to the School's Leadership Team and Governors.

This is a fantastic opportunity to come and be a key player in a successful team where staff are consistently given a platform to learn, develop and progress.

We are looking for someone with the highest level of accuracy, attention to detail and enthusiasm to continuously drive standards. We are seeking a candidate who will be responsible for leading the effective and efficient management of the school's Finance Team and financial systems and to assist the School Leadership Team with effective budget management. A can do, will do approach is essential to contribute to our positive thinking team. The successful applicant will have the highest aspirations and be fully supportive of our Core Values of; Kindness, Respect, Commitment and Inclusivity.

We would like to hear from candidates who are:

- Committed to high quality practice
- Committed to safeguarding and the wellbeing of our school community
- Able to motivate and inspire students to achieve their goals
- Energetic with a can-do attitude
- Able to communicate effectively with students, staff and other stakeholders
- Committed to contributing to the personal development of every child.

In return, we will offer you:

- High quality induction
- Friendly and supportive staff
- Commitment to support your professional development
- Attractive pension plan
- Opportunity for additional paid duties
- Flexible start / finish times considered
- Free Gym facilities
- Active and well-funded staff wellbeing group
- Ample free onsite staff parking facilities
- An element of working off site may be considered, following a suitable induction period.

Closing date: Noon, Wednesday 3rd December

Interview date: Tuesday 9th December

You are advised to submit your application as soon as possible as we reserve the right to close posts at any time, once we have received sufficient applications and may interview as application are received.

References can be requested after appointment if requested.

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting including online searches for shortlisted candidates.

The Whitby High School is an equal opportunities employer.

Job Description



- Lead and be accountable for the financial operations of the school; reporting to the Headteacher and Governors. Preparation of a detailed budget in accordance with local authority financial regulations, preparing statements and financial records for annual audit, etc.
- Closely monitor and manage all school budgets (including delegated, standards fund, departmental school fund), process virements of funds, reconcile central reports and annual closing of accounts to enable financial control to be exercised.
- To be responsible for the production of financial data relating to the school; in order to submit reports and returns to the local authority as required.
- Responsible for forecasting staff recruitment and contract changes to ensure the accurate impact of these changes are reflected in the staffing budget.
- Maintain detailed financial records in order to ensure consistent audit trails, and a sound basis for technical analysis and decision making.
- To attend all governor committee meetings advising governors and liaising with the clerk to the governors as appropriate.
- To attend meetings of the Senior Leadership Team as required, to update on the school's financial position.
- Manage the work of the finance staff in order to ensure that efficient financial systems are in place for the effective operation within the school.
- Provide advice on all insurance relating to school staff and governors to ensure that policies and regulations are complied with; managing claims as necessary.
- Keep up to date with changes in financial regulations and to undertake training to ensure that the best financial practices are followed.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher / Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification



Qualifications

Essential

- A recognised professional accounting qualification.

Desirable

- Degree in a related subject.
- Evidence of continuing professional development

Experience

Essential

- Knowledge of financial software packages.
- Experience of working accurately with procedures and deadlines in a financial environment and providing advice to colleagues.
- Experience of setting budgets and final accounts.
- Experience of providing financial information and advice to budget holders.
- Experience of carrying out data analysis and cost comparisons.
- Experience of preparing and presenting financial reports

Desirable

- Experience of staff management and supervision.
- Experience of local government finance.
- Previous experience of working in a school.

Knowledge & Skills

Essential

- Excellent communication skills, both orally and in writing, particularly the ability to communicate complex financial issues to colleagues.
- Ability to analyse and evaluate data.
- High level of computer literacy.
- Ability to work accurately to deadlines.
- Ability to react quickly and decisively to changing work priorities.

- Ability to work under pressure.

Desirable

- Ability to manage change.

Personal Competencies

- A high level of ICT proficiency.
- Ability to evaluate systems and procedures and make recommendations for improvements to efficiency and effectiveness
- Implementation of new procedures and systems.
- Professional and highly organised.
- Ability to establish priorities and work to strict deadlines
- Excellent communication and interpersonal skills.
- Good organising and time management skills.
- Ability to manage challenging deadlines and conflicting priorities.

Curriculum Information



At The Whitby High School, we pride ourselves on offering a broad and balanced curriculum that is tailored to the context in which our school is based. Our curriculum is designed to provide our students with a well-rounded education that prepares them for success in their future endeavours.

Our curriculum is driven by the needs and interests of our students and the local community. We recognise that every student is unique and has different strengths, talents, and aspirations. Therefore, our curriculum is flexible and adaptable, allowing for personalised learning pathways that cater to individual student needs.

We offer a wide range of subjects, including core academic subjects, arts, sports, and vocational opportunities. This ensures that our students have the opportunity to explore their interests, discover their passions, and develop a strong foundation of knowledge across various disciplines.

Our curriculum is designed to foster critical thinking, creativity, and social and emotional intelligence. We aim to develop well-rounded individuals who are equipped with the skills and knowledge necessary to thrive in a rapidly changing world.

Pastoral Care



At the Whitby High School we are committed to providing high quality pastoral care for all our students. The pastoral care teams in the school work together to ensure each child is well supported. The role of the Form Tutor is viewed as one of the most significant pastoral roles and high quality training and support is provided for all staff to be able to fulfil this role effectively.

In Years 7 – 11 a Pastoral Leader leads a team of tutors in ensuring quality pastoral provision and meets higher level pastoral, safeguarding and behaviour needs. Across the wider pastoral team there are other roles including behaviour support, assistant pastoral leaders, safeguarding and attendance: everyone works together as a team to provide the best we can for our students. Overall direction is given to the team by a Deputy Headteacher and Assistant Headteacher.

About the Area



Ellesmere Port lies on the south eastern edge of the Wirral Peninsula, 6 miles north of Chester. The town has excellent communication links, both by rail and road and sits at the junction of the M53 and M56 motorways. The major cultural and sporting centres of Liverpool and Manchester are both less than an hour's drive away.

Chester, with its Roman heritage, excellent shopping and top-quality restaurants is around 20 minutes away by car. Ellesmere Port has excellent shopping facilities with the second largest M&S store in the country and the nationally famous Cheshire Oaks Designer Outlet.

Locally, there are a number of major tourist attractions including the National Waterways Museum, the Blue Planet Aquarium and Chester Zoo. A little further away in North Wales, lies the stunning scenery and beaches of the Snowdonia National Park.

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Contact Us



The Whitby High

Sycamore Dr, Whitby

Ellesmere Port CH66 2NU

[0151 355 8445](tel:01513558445)

whitby@whitbyhs.cheshire.sch.uk

Visit us on the web at <https://www.whitbyhigh.org/contact/>