



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**FINANCE MANAGER**  
**APPLICANT PACK**

**APRIL 2026**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Finance Manager at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

School finance is extremely important in ensuring the successful operation of our school and therefore the Finance Manager will be a key figure in the school's Operational Leadership Team. They will be a talented and highly-skilled individual with strong financial acumen and the ability to work effectively alongside both teaching and non-teaching colleagues. They will also have the benefit of working alongside senior associate colleagues to ensure that the school's finance processes are exceptional, whilst leading a committed and hard-working finance team.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities and an expanse of green spaces. The finance team has a dedicated finance office space near to the Headteacher and administrative colleagues, so that there is close collaboration and strategic decisions can be made effectively.

Hartford Church of England High School is an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible experience through strong leadership of the school's finances we want to hear from you!



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If you are considering applying to be our Finance Manager, you are more than welcome to come and visit the school to find out more about the role and see all our fantastic students and staff, plus our facilities, first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk) - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Finance Manager, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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## KEY INFORMATION

**Job Title:** Finance Manager

**Contract:** Permanent

**Starting Date:** As soon as possible

**Contract Details:** 37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri), Full year, 52 weeks.

**Salary Info:** Grade 8 SCP 23—SCP 28 £34,434—£39,152 per annum

**Closing Date:** 9:00am on Monday 20th April 2026

Applications are only accepted on completed school application forms, and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk).

### Benefits:

For the successful candidate we offer a range of benefits to colleagues including:

- 26 Days annual holiday plus Bank Holidays
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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# JOB DESCRIPTION

## Finance Manager

Grade 8 SCP 23– SCP 28

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The role of Finance Manager at Hartford Church of England High School is to:

### Leadership and Development of Others

- Line manage the work of the Finance Staff, developing their competence in the role through ongoing training.
- Ensure that, through the line management of colleagues, regular meetings take place with clear actions defined, and that appraisal targets are set and monitored in line with school's appraisal policy and procedure.
- Be an integral part of the associate staff tea, providing support for the administrative running of the school and management of resources, alongside colleagues across the operational team.
- Work alongside the Strategic Business Advisor to compile and update the school's risk register at regular intervals.

### Finance

- Working with the Strategic Business Advisor ensure that the school finances are effectively and efficiently spent, producing budgets, in accordance with all regulations, for approval annually
- Work closely with the Strategic Business Advisor and key financial partners; the diocese and local authority, to ensure that the school has access to all necessary funds.
- Under the lead of the Strategic Business Advisor ensure the process for the procurement and management of services for the school is implemented correctly, ensuring that all contracts provide efficiency and value for money.
- Line-manage the work of the Finance Staff to ensure that the finance team are effective.
- Line-manage the work of the Reprographics Administrator, ensuring that the reprographics service is cost-effective and regular budget updates are prepared for all cost centres.
- In the absence of the Strategic Business Advisor attend Finance and Resources Governor Committee meetings to report on financial matters, ensuring the necessary paperwork is prepared in advance.
- Keep accurate records of all financial transactions, ensuring transparency of all financial matters across the school.
- Keep accurate and up to date records of the budgets of all cost centres, reviewing these annually and holding budget-holders to account for their expenditure.
- Approve requisitions and download monitoring reports to ensure the strict management of the school's budget on ERP/Unit 4.



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- Oversee the School Fund/Unofficial funds.
- Lead, develop and manage the reconciliation of accounts within the School Fund in a timely manner.
- Lead and manage the payroll system for the school, overseeing the inputting of additional or owed hours for staff on zero hours contracts ensuring that all are approved prior to input by the Headteacher.
- Reconcile the monthly payroll from Cheshire West and Chester against staff budgets.
- Ensure the school Insurances are kept up to date, relevant and compliant with the latest regulations, making claims when necessary.
- Be responsible for the collection of cash, where required, from HSBC.
- Prepare and update the school's internal manual of procedures on an annual basis, including the schedule of approval limits for all financial processes.
- Ensure that the school is fully compliant in relation to all signatories required on accounts.

### **Facilities and School Estate.**

- Work alongside the Estate Manager and Strategic ICT Manager and external contractors, where appropriate, on key building projects within the school estate.
- Monitor and manage the budget or the 3G pitch, preparing information for the Governors' Finance and Resources Committee, liaising with the Community Lettings Management Company (Vivify) for invoicing and income generation.
- Ensure that where additional agencies and institutions use the school facilities, that terms are agreed and that they are invoiced in a timely manner.

### **Day to Day Staffing:**

- Ensure that any additional monies requested to be paid to staff in school for working beyond their contracted hours are budgeted for and approved.
- Work alongside the Strategic Business Advisor and Business Manager - Personnel to ensure that best value for money is sought where recruitment agencies have supplied teaching or other staff to the school.

### **Additional Responsibilities:**

- Attend all meetings as requested by the Headteacher in relation to the role.
- Additionally undertake:
  - Fire marshall and first aid duties where applicable
  - Duties during the working day
  - All professional development as required for the role.
  - Full participation in the appraisal process

performance management and



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- Full participation in the performance management and appraisal process

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

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

### **Policies and Key Documentation**

- Charging and Remissions Policy
- Risk Register
- Manual of Internal procedures
- Finance Department manual
- Governor Expenses Policy
- Staff Expenses Procedure
- Overtime Procedure
- Production of monthly budget statements
- Reports to governors regarding financial matters

### **Line Management Responsibilities**

- Finance Administrators
- Reprographics Administrator

### **Responsible to:**

- Strategic Business Advisor

Please note, there is an expectation that staff on Grade 8 and above may have to work beyond their contracted hours. Any claims for overtime must be taken as hours owed and only with the agreement of the Headteacher in advance.



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# PERSON SPECIFICATION

## Finance Manager - Person Specification

	Essential	Desirable	Evidence
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• 5+ Grade A-C or 4-9 GCSEs including Maths and English</li> <li>• Relevantly educated to at least A Level standard</li> </ul>	<ul style="list-style-type: none"> <li>• Finance/Accounting qualification</li> </ul>	Application References Certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven experience in finance including in the development, management and operation of financial management systems</li> <li>• Experience of budget management in a learning environment or similar</li> <li>• Experience of procurement</li> <li>• Liaison with external agencies, business or contractors</li> <li>• Knowledge of Microsoft 365 including Word, Excel, Sharepoint, One Drive</li> <li>• Ability to relate well to children and adults and demonstrate excellent communication skills both verbally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within an educational environment</li> <li>• In depth knowledge of school financial and administrative systems, associated policies and codes of practice and an understanding of relevant legislation.</li> <li>• Experience of working with the CWAC Local Authority school's financial system—Unit4 ERP</li> <li>• Experience of managing, leading, organising and motivating clerical staff.</li> <li>• Experience of using relevant accounting software such as School Cash Office—Tucasi, Arbo (MIS) and Access Budgeting software.</li> </ul>	Application References Interview
<b>Special Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Ability to work calmly and efficiently under pressure in a very busy diverse environment</li> <li>• Ability to interpret and formulate data, make projections and recommendations and calculate the impact of changes in costs.</li> <li>• Ability to research and analyse information</li> <li>• Teamwork</li> <li>• Organisational skills</li> <li>• Accuracy and attention to detail</li> <li>• Flexibility</li> <li>• Initiative and self motivation</li> <li>• Show commitment to a clear and shared vision for an effective organisation.</li> <li>• Recommend and show a positive attitude to change</li> <li>• Ability to meet deadlines.</li> <li>• Willingness to work in an environment that supports a strong Christian ethos</li> <li>• Sense of humour</li> <li>• Willingness to consent to apply for an enhanced disclosure DBS check</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage school facilities and contracts.</li> <li>• Ability to positively promote the school to students, parents, colleagues and other community groups.</li> </ul>	Application References Interview



# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



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