



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

FINANCE MANAGER
APPLICANT PACK

MAY 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 - 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. Term time only working may be considered for the right candidate

Salary Info: Grade 10 SCP 31—SCP 35 £41,771—£48,072 per annum (salary would be pro-rata for part-year working)

Closing Date: 9:00am on Monday 8th June 2026

Applications are only accepted on completed school application forms, and they should be sent to 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.
- Free ample staff parking including EV charging spaces



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JOB DESCRIPTION

Finance Manager

Grade 10 SCP 31-35

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

Leadership and Development of Others

- Develop and maintain effective financial administration systems to provide the Strategic Business Advisor to the Headteacher with regular reports on the up to date and projected financial position of the school (including the impact of staff changes on the staffing budget) to enable the Senior Leadership Team and Governors to make accurate decisions.
- Lead, develop and line-manage the work of the Finance Team to deliver financial services to corporate standards and to ensure maximum efficiency and effectiveness, ensuring that if any member of the team is absent, the financial management of the school continues as normal and as required.

Finance

- Ensuring that the Finance Department Manual is updated.
- Ensure that the school finances are effectively and efficiently spent, producing budgets, in accordance with all regulations, for approval annually.
- Liaise with key financial partners; the diocese and local authority, to ensure that the school has access to all necessary funds.
- Engage substantially in the process for the procurement and management of services for the school, ensuring that all contracts provide efficiency and value for money.
- 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.
- 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.
- Oversee the School Fund/Unofficial funds.
- Research and obtain grant funding for the school, where available.
- Be responsible for the collection of cash, where required, from HSBC.



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- 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.

Day to Day Staffing:

- Be responsible for the oversight of the register of pecuniary interests.
- 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 Business Manager – Personnel to ensure that best value for money is sought where recruitment agencies have supplied teaching or other staff to the school.
- Lead and manage the payroll system for the school.
 - Inputting into Payroll - (ERP Cheshire West and Chester payroll system) additional or owed hours for staff on zero hours' contracts, ensuring all are approved prior to input by the Headteacher.
 - Prepare monthly payroll reports from Cheshire West and ensure correct for reconciliation against staff budgets, working with the Business Manager-Finance.
- Reconcile the accounts within the School Fund in a timely manner, including but not limited to:
 - For all trips and visits liaise with the organiser to discuss any deficit/surplus and actions to be taken.
 - Organise payments into the School Fund.
 - Organise refunds from the School Fund.
 - Reconcile Credit Card charges on the School Fund monthly and allocate monies to relevant trips and visits.
- Reconcile the School Fund bank account monthly identifying any discrepancies and raising these with the Business Manager - Finance so that the reconciliation can be approved by the Headteacher.
- Prepare all paperwork relating to the School Fund for annual audit and prepare the Year end procedure.
- Liaise with the School Games Organiser regarding the Vale Royal Sports Partnership with actions including but not limited to:
 - Raising orders,
 - Monitoring income on ERP
 - Preparing working papers under financial regulations.
 - Preparing monthly accounts
 - Prepare information for the Governors' Finance and Resources Committee.



- Monitor and manage the budget for 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.
- In response to the monthly usage submitted by the Reprographics Administrator, action journals to vire funds to departments for printer usage.
- Journal miscodings with approval from the Strategic Business Advisor, Headteacher or Governors where applicable.
- Assist the Strategic Business Advisor in the reviewing and updating of the Manual of Internal Procedures and schemes of delegation for approval by Governors annually or sooner if required.
- Be an integral part of the associate staff team, providing support for the administrative running of the school and management of resources, alongside colleagues across the operational teams.

Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Strategic Business Advisor to 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 performance management and appraisal process
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager 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.



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Responsible to:

- Strategic Business Advisor to the Headteacher

Responsible for:

- Finance Administrator—Procurement
- Finance Administrator—Education
- Reprographics Administrator

Policies and Key Documentation:

- Charging and remissions Policy
- Contribution to the Manual of Internal Procedures
- Contribution to the Schemes of Delegation
- Production of monthly budget statements

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