

Date: September 2025

Job Title: Finance Manager (Named CFO)

Responsible to: Headteacher

GRADE: H9 - M1 dependant on experience

Hours: Part time, 2-days per week, hours/days to be agreed totalling 14-15 hours per week (plus 20 mins unpaid lunch),
40 weeks of the year, term time only + 1 week inset + 1 week

1. PURPOSE OF THE JOB

1. To be accountable for the effective management of the Academy's financial resources at a strategic and tactical level, ensuring the most effective use of resources in support of the Academy's learning objectives
2. To ensure that the statutory duties of the Pinewood Academy Trust are fulfilled in a timely fashion.

Duties & Responsibilities

2. FINANCIAL MANAGEMENT

1. Evaluate information and consult with the Headteacher, HR & Administrative Manager and Trustees to prepare a realistic and balanced annual budget for Academy activity
2. Use the agreed budget to actively monitor and control performance to achieve the best ongoing value for money for the Academy
3. Propose revisions to the budget if necessary, in response to significant or unforeseen developments, and to provide ongoing budgetary information to relevant people
4. Requirement to be the named CFO
5. To prepare Budget forecast returns
6. To prepare the final accounts (Year End) and liaise with external auditors
7. To prepare accounts and liaise with internal auditors
8. To advise the Head Teacher and Trustees if fraudulent activities are suspected or uncovered
9. Maintain a strategic (five year) financial plan that will indicate the trends and requirements of the Academy strategic plan and will forecast future year budgets
10. Identify additional finance required to fund the Academy's proposed activities, as required
11. Seek and make use of specialist financial expertise, as required
12. Maximise income through lettings and other activities
13. Identify types of investments which may be appropriate for the Academy, taking account of risks and stakeholder views, and identify possible and suitable providers in order to maximise return
14. As required, to formalise finance agreements in place with suitable providers for agreed amounts, agreed times and appropriate agreed costs and repayment schedules, and to monitor the effectiveness and implementation of agreements in line with the SFSO
15. Completing VAT and other statutory returns as required
16. Handling matters relating to staff (teacher) pensions
17. Oversee Payroll/staff salaries
18. To prepare and deliver accounts to present to resources committee at planned meetings
19. Attend student funding meetings

3. ORGANISATION CHART

Headteacher
Senior Administrative Manager

4. JOB CONTEXT

Working in a Special Needs School with children who have special educational needs.

Work will come in consultation with the Headteacher and the Senior Administrative Manager.

5. KNOWLEDGE, EXPERIENCE AND TRAINING

- Financial Qualification/s - Ideally qualified ACA/CIMA/ACCA
- Experience in Budgeting and use of budgeting software (ideally in an education setting)
- Experience of budgeting and accounts
- Experience of Academy financial procedures/Academy Financial Handbook
- Financial Control
- Good IT Skills, including spreadsheets, databases, word processing and internet/email
- Has the ability to manage and prioritise workload
- Has the ability to reflect on, and develop own practices
- Experience of report writing

6. ADDITIONAL INFORMATION

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

It is not always possible to define completely the duties and responsibilities and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.