

## **Vacancy for Finance Manager (Named CFO)**

**Closing Date:** Monday 9th June at 5pm

**Interview date:** Week commencing 16th June (date to be confirmed)

**Start Date:** September 2025

**Salary:** H9-M1

**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

We are seeking a committed and dynamic Finance Manager to join our Academy Management Team. You will be our named Chief Financial Officer, responsible for the Academies finances and budget setting, working alongside our headteacher and HR & Administrative Manager.

If you are passionate about making a difference in the lives of students and have the skills to inspire and lead, we would love to hear from you.

We cater to approximately 210 pupils in School Years 7 to 11, all of whom have Education, Health, and Care Plans. Our students face a range of learning difficulties, autism, and speech, language, and communication needs. Your expertise will help them develop the confidence and independence they need to thrive in the community.

At Pinewood, our students are at the heart of everything we do, and we are looking for an individual who:

- Believes that students should be central to all decision-making.
- Is hard-working and resilient.
- Demonstrates creativity and a solution-driven approach.
- Possesses strong skills in building and maintaining relationships.
- Embraces challenges with enthusiasm

### **Qualifications required:**

- 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

Experience working in a Special School is not a prerequisite. More importantly, we value enthusiasm and a willingness to develop within this exciting, challenging, and rewarding area of education.

### Why Pinewood School?

- **Students:** An opportunity to work with an amazing cohort of pupils
- **New state-of-the-art building:** A brand-new school building, due for completion by late 2025/early 2026.
- **Free Parking:** Enjoy the convenience of free on-site parking.
- **Rural Location:** Experience the charm of a peaceful rural setting.
- **Employee Wellbeing Services:** We offer a comprehensive wellbeing package to support our staff.

If you are ready to work hard, make a valuable impact, and explore how an imaginative curriculum can open up life choices and opportunities for our students, then we would love to hear from you.

We encourage you to visit our website to learn more about our vision and values.

To arrange a visit or for further information, please contact us at our school office on admin@pinewood.herts.sch.uk or call 01920 412 211, option 2.

Join us in our mission to provide exceptional education and support to our pupils. Apply today to make a difference at Pinewood School!

We look forward to hearing from you.



**Taney Howarth**  
**Headteacher**

