St JOSEPH'S COLLEGE

Job Description

Finance Manager

July 2026

stjos.co.uk

The Opportunity:

The Finance Manager role is an exciting opportunity for a finance professional who enjoys working collaboratively and making a tangible impact within a dynamic educational environment.

The successful candidate will lead the College's finance function to ensure accurate financial records, management account and statutory returns are produced whilst overseeing the Finance team and supporting the Head of Finance.

The role requires excellent organisational, administrative, communication and IT skills, the ability to manage competing priorities and a high level of discretion. In addition, the post holder will ensure consistency, efficiency and high standards of financial support for the whole College.

The Specifics:

To be responsible to the Head of Finance for the College accounts' function and the day-to-day financial management, to include:

- Monitoring and forecasting cash flow
- Producing monthly Management accounts and reports in a timely manner and provide variance analysis and KPI's
- Balance sheet reconciliations
- Producing departmental budget reports monthly
- Sales ledger management, Fee invoice generation, dispute investigation and resolution
- Daily bank postings
- Direct Debit management
- Quarterly VAT returns to HMRC

To support the Head of Finance:

- With facilitating management reports as requested
- In the preparation of the Year End Accounts for audit
- In the preparation of the annual budget and forecasts

The Environment:

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Joseph's community is a one-in-a-lifetime experience. We provide a stable foundation for students, and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students.

An energetic and forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years.

The Small Print:

Working Hours: 8.30am to 5.00pm Monday to Friday. This is a year-round role working 37.5 hours per week.

Salary: Support staff grade 11 (£42,127-£45,370) depending on qualifications and experience.

Annual Leave: The postholder will be entitled to 28 days' annual leave, plus bank holidays.

Reporting Line: Head of Finance

Staff Benefits: The College offers fee remission to staff. A percentage of tuition day fees will be waived for members of staff whose child has enrolled and been accepted via the normal entrance assessment process. The concession rate for this post is 50%.

A subsidised lunch during term time and free parking.

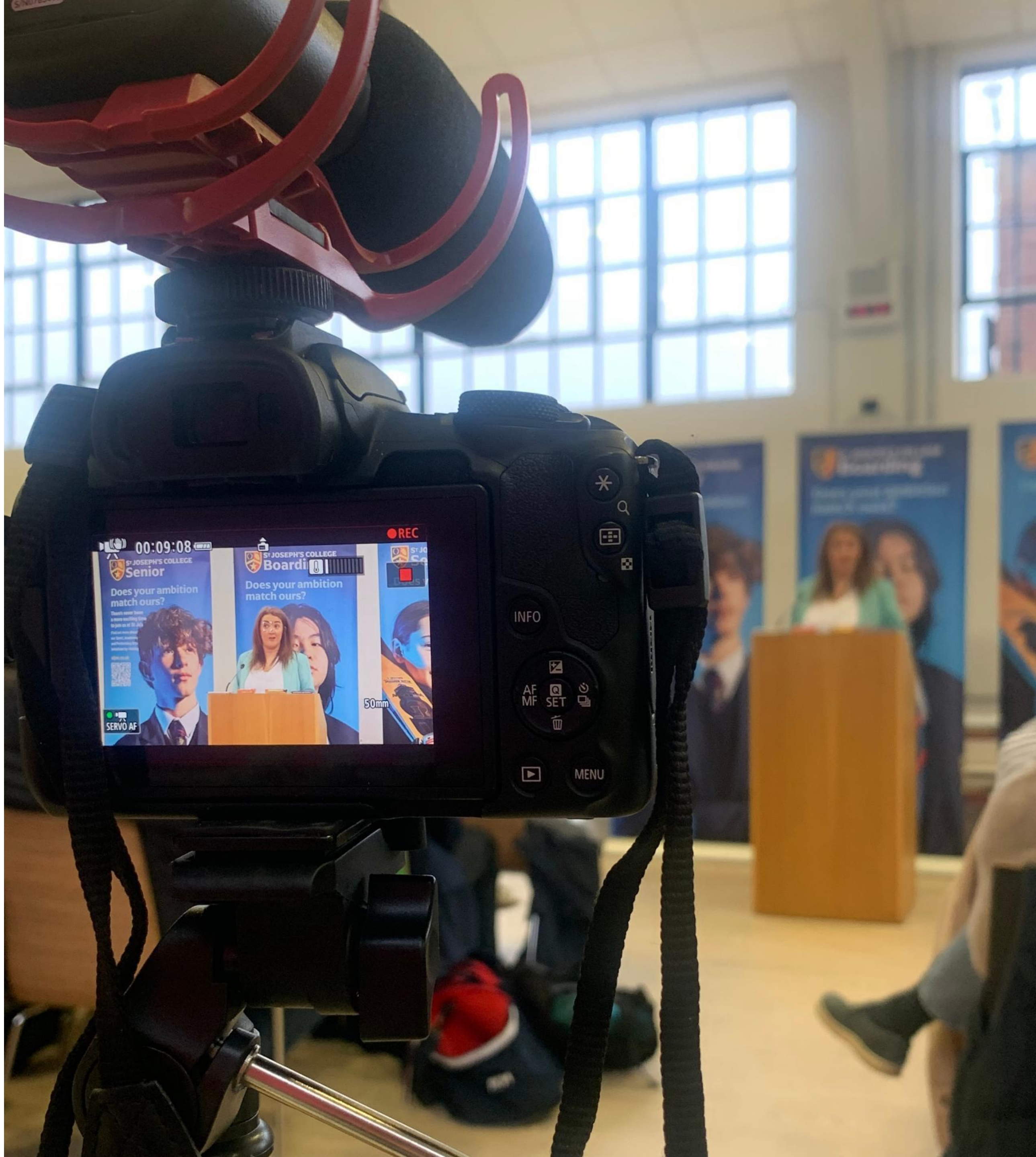
Closing date: 9.00am Monday 10 August

Interviews will take place on Monday 17 August

Team St Jo’s

The Finance Manager will have line management responsibilities for two Finance Assistants and a Credit Controller.

The Finance Manager will establish and maintain positive working relationships with other key constituents of the school, including the Principal, the Senior Executive Team (SET), the Senior Leadership Team (SLT), Heads of Departments and other teaching and support staff. A critical success factor of the post is the ability to build rapport and develop strong relationships.



Specific Responsibilities

Financial Management

- Manage the day-to-day financial operations of the College, ensuring accuracy, efficiency and compliance with financial regulations.
- Prepare monthly management accounts, including reconciliations, accruals, prepayments and variance analysis.
- Support the preparation of annual budgets, financial forecasts and cash flow projections.
- Monitor income and expenditure against budgets and provide timely financial reporting to senior leaders.
- Maintain accurate financial records and ensure robust financial controls are in place

Accounting and Reporting

- Oversee balance sheet reconciliations and ensure all control accounts are maintained accurately.
- Prepare year-end accounts and supporting documentation for the annual audit.
- Liaise with external auditors and respond promptly to audit queries.
- Ensure compliance with HMRC requirements, statutory reporting obligations and financial regulations.
- Support the preparation of financial returns and regulatory reports as required.

Financial Systems and Controls

- Maintain and develop financial systems to improve efficiency, accuracy and reporting.
- Ensure effective use of finance software, including iFinance, and support integration with systems such as iSAMS and Fee Billing Manager where appropriate.
- Lead on fee invoice production on a termly basis
- Review existing financial procedures and recommend improvements to strengthen internal controls and operational efficiency.
- Maintain financial policies and procedures in line with best practice.

Budgeting and Business Support

- Work closely with budget holders to support financial planning and budget management.
- Provide financial advice, guidance and analysis to managers across the College.
- Assist departments in understanding financial performance and making informed decisions.
- Monitor cash flow and support effective treasury management.

Leadership and Team Management

- Supervise and support members of the finance team, ensuring high standards of performance and professional development.
- Allocate workloads effectively and ensure deadlines are achieved.
- Foster a collaborative and customer-focused finance function.

Compliance and Governance

- Ensure compliance with accounting standards, charity regulations (where applicable), HMRC requirements including submission of quarterly VAT returns and College financial policies.
- Maintain confidentiality of financial and personal information in accordance with GDPR and College procedures.
- Support risk management by maintaining strong financial controls and identifying areas of financial risk.

General Responsibilities

- Contribute to the continuous improvement of finance processes and systems.
- Participate in College meetings, training and professional development as required.
- Support the wider life of the College where appropriate.
- Uphold the College's commitment to safeguarding and promoting the welfare of children and young people.
- Undertake any other duties appropriate to the role as reasonably requested by the Head of Finance.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

St Joseph’s College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

Person Specification:

	Essential	Desirable
Educational qualifications	• AAT qualified	
Experience	• Significant experience of financial management and accounts functions • Experience of preparing management accounts, reconciliations, accruals, prepayments and year-end procedures • Experience of budget preparation, forecasting and cash flow monitoring • Experience of working with auditors and preparing documentation for audit • Experience of supervising or managing staff • Experience of ensuring compliance with statutory and regulatory requirements	• Experience of working in a finance team within an independent school, educational setting, charity or not-for-profit organisation
Knowledge	• Sound knowledge of accounting principles and financial controls • Knowledge of HMRC requirements and statutory reporting • Understanding of confidentiality, data protection and safeguard responsibilities • Proficient use of financial systems and Microsoft Office, particularly Excel	• Working knowledge of IFinance • Working knowledge of ISAMS • Working knowledge of Fee Billing Manager • Knowledge of charity accounting and reporting requirements • Understanding of independent school financial operations

Person Specification:

	Essential	Desirable
Skills and Abilities	• Strong analytical and numerical skills • Ability to produce accurate and timely financial information and management reports • Excellent organisational skills with the ability to prioritise competing demands • Ability to identify and resolve financial issues proactively • Strong attention to detail and accuracy • Ability to communicate financial information clearly to both finance and non-finance colleagues • Ability to work independently and use initiative • Ability to manage and support staff effectively	• Ability to identify opportunities for process improvement and increased efficiency • Experience of implementing or developing financial systems and controls
Personal Qualities	• High level of integrity, discretion and professionalism • Trustworthy and able to main strict confidentiality • Flexible and adaptable approach to work • Collaborative team player with strong interpersonal skills • Commitment to the values and ethos of the College • Commitment to safeguarding and promoting the welfare of children and young people	• Positive interest in the contributing to the wider life of the College