



Finance Manager

Start Date:	ASAP
Contract Type:	37 hours per week
Contract Term:	Permanent
Salary:	NJC Grade 8 (£39,152 – £42,839 FTE), Term time also available if preferred.

We are seeking to appoint an enthusiastic, organised and friendly person to join and share the management of our committed and hardworking Finance Team.

The postholder will work closely with the CFO of One Community Trust and will need to maintain the highest level of confidentiality and discretion. The successful candidate is expected to hold a recognised level 4 financial management qualification and be highly proficient in both verbal and written communication, and the use of ICT. Full training and comprehensive support will be provided to ensure the continued smooth operation of the team.

Main responsibilities include:

- Management of Birchwood Community High School's financial accounts.
- To support the CFO in the implementation of the finance systems as part of the overall Trust, providing advice and support to school staff on a proactive basis identifying areas for improvement and applying best practice
- Manage the school finance team and enhance their effectiveness through promoting the highest standards of financial probity and value for money within the Academy Maintain robust and effective financial control, ensuring compliance with all relevant legislation and the requirements of the Trust
- Provide effective budget management by providing regular training and reports to budget holders.
- Maintain confidentiality surrounding financial information at all times.

This rewarding role would be perfect for an experienced finance professional seeking a new challenge in a supportive friendly environment where staff can achieve their highest potential. We are a recently expanded Trust with plans for further expansions.

Please see the linked documents or our website for further details. If, prior to submitting an application, you would like to see for yourself why we believe this is such a fabulous school in which to work, then do not hesitate to contact us to arrange a visit.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this legal requirement. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check (formally CRB).

For further details and an application form please visit: www.birchwoodhigh.org

Closing date for application: 9am Friday 9th January 2026. **Interview date:** To be confirmed. Application forms should be returned to joinus@birchwoodhigh.org.