

Finance Manager

Information for Applicants



Birchwood
Community High School

Birchwood Community High School
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www.birchwoodhigh.org



Letter from the headteacher



December 2025

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Teacher of Art, Textiles & Photography. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact us on joinus@birchwoodhigh.org

Vacancy details:

Salary Scale

NJC Grade 8 (£39,152 – £42,839 FTE), Term Time also available if preferred.

Start Date:

ASAP

Contract

Permanent

Method of Application

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of 9am on Friday 9th January 2026 will not be considered.

Interview Dates

TBC

Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected. The school is committed to safeguarding and promoting the welfare of children. (Rehabilitation of Offenders Act 1974).

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand (twiegand@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills
Headteacher



'There is a 'buzz' of energy in classes, reflecting pupil's positive attitudes to their learning.'



Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.

School Profile



- We joined One Community Multi Academy Trust on 1 September 2023
- The school is of an average size with 914 currently on roll.
- The most recent OFSTED inspection (October December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 39.1%, which is above the national average.
- The proportion of students with SEND (ECHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

Job title	Finance Manager
Reporting to	CFO
Job purpose	<ul style="list-style-type: none"> • 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
Key Tasks and Accountabilities	<ul style="list-style-type: none"> • To ensure that monthly management accounts for the academy are produced and monitor performance against budget on at least a monthly basis, investigating variances and reporting them to the Headteacher of Birchwood and the CFO of OCT Trust, and taking or recommending action as appropriate. • In collaboration with the CFO, prepare and provide reports for the Headteacher, Head of Departments and Subject Leaders to assign budgets to departments for the forthcoming year, process, monitor and evaluate allocated budgets to avoid excess spending. • To ensure that purchases (including contracts) are made in accordance with the academies' requirements and Trust procedures, and in accordance with the Scheme of Delegation. • To ensure that all purchases are made on the terms that are the most advantageous to the academy. • To approve all BACS payments, ensuring that items fall within budget and are properly coded and authorised. • To prepare a financial appraisal for projects as required. • Oversee and manage the bank reconciliation procedure • Manage other funding streams, e.g. Pupil Premium funding, Music Grants etc. • Process journal adjustments as necessary, including accruals, prepayments, deferrals, capitalisation and depreciation • Manage credit control and bad debt provision • Capital accounting including maintenance of the Fixed Asset Register • To support the CFO monitor and control cash flow through the management of funds • Provide technical accounting/finance and procedural advice and guidance. • To support the delivery of termly financial management reviews with the CFO by interpreting financial management reports/data. • Direct support in the preparation of financial reports and submission of associated DFE returns. • Direct support in the preparation of the annual financial statements and annual return. • To ensure contentious, complex and/or high value transactions are identified and referred for approval. • Provide direct financial management support on project related activities across the school • The role will also involve supporting the HR lead with the continuing efficient and effective running of other core school business functions i.e., estates management, health and safety, compliance, services contracts, school-based HR services and lettings, etc.

- Take an active role in seeking additional funding streams
- Enter and reconcile payroll onto the financial system once reports are received from our payroll provider.
- Prepare school finances for both internal scrutiny and external audit, ensuring the school is compliant with the Trust finance manual.

Any other tasks as reasonably directed by the Headteacher, or CFO.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person specification

JOB TITLE	GRADE
Finance Manager	8

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

Criteria	Necessary requirements	
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • AAT qualified or equivalent • Experience of budget setting and monitoring • Experience of accrual accounting including depreciation • Evidence of working as a member of a team • Experience of working in a secondary school environment • Experience of working in an environment requiring initiative and self-motivation 	E E E E D E
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent numerical skills • Excellent working knowledge of Microsoft excel/google sheets. • Ability to organise time, work to deadlines and under pressure. • Knowledge of SORP accounting principles • Knowledge of Access accounting package or similar accounting package • Excellent organisation skills • Ability to work as part of a team. • Good interpersonal skills 	E E E D D E E E
ATTRIBUTES	<ul style="list-style-type: none"> • Ability to maintain confidentiality. • Ability to remain impartial. • Positive, can-do attitude. • Resilient • Flexible approach in relation to work. • Possess a positive attitude to personal development and training. 	E E E E E E

