

# VACANCY

## School Finance Manager

<b>Start date</b>	ASAP (subject to pre-start checks)
<b>Contract term</b>	Permanent
<b>Working hours</b>	37 hours per week 8.00am to 4.00pm Monday to Friday With a 35-minute unpaid lunchbreak 4 days a week and a 40-minute lunch break 1 day a week
<b>Weeks per year</b>	Year-round contract
<b>Grade</b>	10
<b>Salary range (per annum)</b>	Support staff salary points 24 – 29 £35,412 to £39,862 (FTE)
<b>Location</b>	Poole High School
<b>Reports to</b>	Operations Director

### About the Post

We are delighted to be recruiting for a dedicated and motivated School Finance Manager to join our busy, professional and friendly finance department at Poole High School. This is an exceptional opportunity for a talented and ambitious colleague.

We are looking for an outstanding individual who will relish the opportunity to:

- ensure the financial resource planning is in place to support Poole High School's excellence strategy.
- oversee the financial operations of Poole High School.
- manage the budget ensuring financial efficiencies, preparing financial reports, and ensure compliance with all relevant financial regulations.
- play a key part in supporting the school's educational mission by ensuring efficient and responsible financial management.
- Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies.

### What we can offer you

- A welcoming, supportive, professional and respected team of colleagues
- 22 days' holiday leave per year
- Automatic membership of the Dorset Local Government Pension Scheme

- Free, confidential access to our Employee Assistance Programme, which offers a range of counselling services plus financial, legal and practical support from qualified professionals on a range of personal issues and access to online health and wellbeing resources
- A trust-wide intranet, where we share our news, information and resources
- Local discounts negotiated on behalf of our staff e.g. gym memberships, hair and beauty salons, chiropractic care, cycle shops, restaurants, motoring services, and retail/DIY stores
- Access to national discounts on a wide variety of huge brands
- Free on-site parking
- The opportunity to work within Twynham Learning; a progressive multi-academy trust
- The opportunity to work in one of the most beautiful areas of the South Coast

### **Who we are looking for**

We would love to hear from you if you:

- Have strong accounting ability and preferably experience within school finance
- A relevant qualification or equivalent experience in financial management within an educational setting.
- Excellent skills in a range of IT packages and strong knowledge of financial software and systems.
- Knowledge of relevant financial regulations and compliance requirements.
- Excellent analytical and problem-solving skills.

You will also be keen to live our Twynham Learning employee values which are:

- Aim high
- Keep improving
- Don't leave anyone behind
- See the bigger picture

### **Any questions?**

To discuss the post or your application, please contact Nikki Steele on 01202 662015 or email us at [recruitment@twynhamlearning.com](mailto:recruitment@twynhamlearning.com)

### **How to apply**

To apply for this vacancy, please submit a **Job Application Form and Diversity Questionnaire** by email to: [recruitment@twynhamlearning.com](mailto:recruitment@twynhamlearning.com)

Only applications made using our own official application form will be accepted. You can download the form and questionnaire here: [www.twynhamlearning.com/187/staff-vacancies](http://www.twynhamlearning.com/187/staff-vacancies)

The closing date for applications is **Monday 2 March 2026 at 9am**. However, we reserve the right to interview and/or appoint strong candidates before this, so encourage you to apply early. Interview date to be confirmed.

*Twynham Learning values diversity and inclusiveness. We aim to eliminate unlawful discrimination and promote diversity throughout our whole workforce. We want our workforce to be representative of all sections of our community, so we give equal opportunities to all job applicants. We do not discriminate on the basis of age, disability status, gender reassignment, marital/partnership status, pregnancy/maternity, race/colour/national origin, religion/belief, sex or sexual orientation. Only people who can evidence their right to work in the UK will be considered for this vacancy. We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people. An enhanced criminal records check will be undertaken on the successful candidate. Candidates must disclose all unprotected spent and unspent cautions and convictions. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.*