



Falconhurst School

Falconhurst School High Trees Eaglestone
MILTON KEYNES, MK6 5AX

Mrs Louise Aird
Office@falconhurstschool.co.uk
01908 679354

School Finance Manager
32hpw, 42 weeks per year, Band F range from £32,061 FTE to £36,363
Permanent
Start date: 05/01/2026

About our School:

If you are passionate about making a difference and have the skills to manage our school's finances with integrity and professionalism, we would love to hear from you.

Falconhurst School is committed to safeguarding our children and expects all staff and volunteers to share this commitment. All applicants will be subject to reference requests and Disclosure and Barring checks. All applicants must submit a completed application form, no CV's are accepted.

Visits to the school are welcomed and can be arranged with the school office. Application Forms and further details of our job description and person specification can also be requested from our school office: office@falconhurstschool.co.uk

About the Role:

Falconhurst School is seeking a highly organised and proactive full-time School Finance Manager to join our committed staff team. This pivotal role will support the Head Teacher by developing and maintaining efficient financial systems, ensuring robust budget oversight, and providing expert financial advice to inform key decisions.

Key Responsibilities

Develop and maintain efficient school financial systems and procedures.

Oversee budgets, accounts, processes, and transactions to ensure accuracy and regulatory

compliance.

Manage secure, accurate financial data using school-specific and standard software.
Provide timely financial guidance on budgeting, best value, procurement, regulations, and income generation.

Ensure staff with financial duties are trained and competent.

Support income generation alongside the Head Teacher and governing body.

Manage relationships with external bodies, including reporting, payables/receivables, banking, CFR returns, grants, school fund, leasing, event finances, and year-end accounts.

Liaise with support staff for accurate payroll processing.

Support non-financial administrative tasks as requested by the Head Teacher.

Promote the school's reputation through positive engagement with pupils, parents, carers, and the community.

Required Qualifications & Experience

Proven experience managing financial systems, ideally in education.

Strong understanding of school budgets, accounting, and financial compliance.

Proficiency in financial and office software.

Excellent organisation and ability to provide accurate, timely financial advice.

Experience with external financial bodies and compliance reporting.

Ability to train and support staff in financial responsibilities.

Commitment to safeguarding and promoting child welfare.

Desirable Qualities

Proactive, solution-focused, with attention to detail.

Excellent communication and interpersonal skills.

Collaborative team player supporting a positive school culture and personalised curriculum.

Closing date for applications: 06/10/2025