



Finance Manager Applicant Pack

PROUD TO MAKE SUCCESS HAPPEN

Dear Applicant,

Thank you for your interest in applying to work at Uxbridge High School. It is a privilege to lead this school, and I am excited to share my ambition to provide a gold standard education. This appointment is crucial in fulfilling that ambition.

If you possess determination, drive, and moral integrity, we offer an exciting opportunity to be part of a fantastic school with a golden future. Uxbridge High School is a highly successful co-educational academy for students aged 11-18. The school is very popular and has grown considerably over the years, reflecting a rising trend in educational achievement. As the new Principal, I have chosen the colour gold for our logo to symbolise our ambition and commitment to the highest standards in everything we do. Our enrolment now stands at over 1,300 students, including 220 in our sixth form. We are a school of choice and are oversubscribed in all year groups.



We have much to celebrate, including a strong local reputation and a diverse, happy student body. Our staff are highly committed, enjoying very high levels of support, professional development, connection to a common purpose and a sense of community. We are based on an open and green campus which includes a range of state-of-the-art buildings and facilities.

At the heart of the school is its distinctive ethos and vision. Our **PROUD** values of positivity, respect, open-mindedness, uniqueness, and determination define our work. These values provide aspiration and structure for every student, whatever their starting point. We are proud to be a truly comprehensive school preparing students for life in modern Britain.

Academic performance is very good, across the school including the sixth form. We continue to recognise the importance of ensuring all students fulfil their ambitions and potential whatever these might be. They leave school as **PROUD** students with doors open for a bright future.

We have created a culture where staff and students are determined and committed to creating an environment where all can thrive. We hope you relish the opportunity to lead in a school which all stakeholders are proud to be involved with. We need leaders who are committed to nurture the ambitions of all students, right through the school until they are committed to their own aspiration and have the independence to apply to university, work as an apprentice, or excel in a unique field of their choice. Every endeavour and every aspiration are valued and celebrated. As a leader, you will ensure our teachers deliver lessons which give students the knowledge and skills, they need to be successful, but also create experiences that build character, positivity, and happiness. You will ensure students have positive attitudes in the classroom and beyond.

If our school priorities align with yours, I would welcome your application to join a school that creates optimism for the next generation. I very much look forward to reviewing applications in our search for the right person to lead Uxbridge High School into the future.

On behalf of the school, thank you for your interest in Uxbridge High School.

Louisa Seymour
Principal

Our School

Uxbridge High School is a vibrant, forward-thinking school that celebrates the academic, social, and emotional growth of each student. We take pride in our diverse, committed student body, supportive staff, and strong relationships with the wider community. As a truly comprehensive and multicultural school, we embody the spirit of modern Britain, valuing every child's unique journey and success.

Uxbridge High School Academy Trust believes in creating an environment that allows employees to be at their best. This is known by the community as our **gold** standard. Our commitment to our people, how we value and treat staff is set in our [People Strategy](#).

The Role

Uxbridge High School is seeking an exceptional and **motivated Finance Manager** to join our Finance Team. This is a key role within a **well-established department** and presents a fantastic opportunity for a skilled finance professional to lead by example and play a crucial part in delivering excellent financial management across the school.

The successful candidate will join a **hardworking and committed team** that has made significant strides in transforming our financial operations and embedding a culture of best value. We are now looking for a **strong manager** who can build on these foundations, bring fresh insight, and ensure continuous improvement

As Finance Manager, you will deputise for the **Director of Finance & Operations** and support the overall leadership of the finance function. You will lead on the provision of financial support, reporting, and statutory returns, ensuring that robust financial controls and procedures are implemented and maintained. You will be central to **driving efficiency, accuracy, and compliance in all areas of financial management**.

We are seeking a dynamic, **qualified or part-qualified** finance professional, with a strong track record of leading others and delivering results in a **fast-paced environment**. You must have excellent organisational skills, be confident managing competing priorities, and demonstrate sound accounting knowledge and attention to detail.

Closing Date: Friday 18th July, midday

Start Date: Immediate

Contract: Permanent, Full Time

Salary: SCP 40 – 43 (Currently £52,584 - £55,620 pa inclusive of London weighting)

Hrs of work: 36 hrs per week, 52 wks per year

Annual Leave: 34 days holiday per year ; 37 days pa after 10 years of continuous service.

How to Apply:

- Completed application form on our [website](#)
- Include in the application your supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or recruitment@uhs.org.uk.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.



"To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school."

Mariam Razaie – Year 7

UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: FINANCE MANAGER

Responsible to:	Director of Finance & Operations
Responsible for:	Finance Team
Grade:	SCP 40 – 43 (Currently £52,584 - £55,620 pa inclusive of London weighting)
Hours:	Full time: 36 hours per week for 52 weeks pa. Annual holiday entitlement: 34 days pa; 37 days pa after 10 years of continuous service.
Overview of role expectations	
<p>To take full ownership of the finance function, ensuring it operates effectively, accurately and in line with all statutory and regulatory requirements. The Finance Manager will lead and support the finance team, deputise for the Director of Finance & Operations as required, and ensure continuous improvement in processes and service delivery.</p> <p>This is a key leadership role within the operations team. The postholder will be expected to:</p> <ul style="list-style-type: none"> ● Lead by example and manage all aspects of the finance function. ● Develop, motivate and train the finance team, including the Finance Apprentice. ● Provide clear, accurate financial reporting and advice to senior leaders and trustees. ● Be a proactive thinker, constantly seeking improvements in systems, workflows and collaboration. ● Contribute to the wider life of the school, including planning and supporting events. ● Promote and uphold the school's PROUD values and model the school's professional culture. 	
Responsibilities and Tasks	
1.	Leadership and Management <ul style="list-style-type: none"> ● Lead the finance team, including the training and development of staff and oversight of workload, priorities and performance. ● Take day-to-day ownership of the finance function and act as the key point of contact for internal and external stakeholders. ● Deputise for the Director of Finance & Operations at meetings (including trustees), and in decision-making, in their absence. ● Develop and maintain a working knowledge of all finance tasks performed within the team and provide cover when necessary. ● Support with recruitment, induction, and training of staff, including mentoring the Finance Apprentice. ● Foster a culture of teamwork, accountability, and service across the finance function.
2.	Financial Management and Compliance <ul style="list-style-type: none"> ● Oversee all operational finance processes, including purchasing, payments, reconciliations, and income processing. ● Monitor financial controls, ensure compliance with school and trust policies, and maintain accurate records. ● Prepare and review management accounts, forecasts, cashflow reports, VAT returns, and other reports to support budget monitoring and strategic planning. ● Lead the completion of month-end and year-end procedures, including reconciliations, accruals, prepayments, and journal entries. ● Assist with the production of the five-year budget plan and integrated curriculum

	<p>financial planning (ICFP).</p> <ul style="list-style-type: none"> Support the production of financial returns to bodies such as the ESFA, HMRC, TPS and LGPS. Actively identify cost-saving opportunities and income generation possibilities.
3.	<p>Payroll</p> <ul style="list-style-type: none"> Oversee the monthly payroll process, including review and reconciliation, ensuring accuracy and resolving anomalies. Produce and issue annual pay statements. Liaise with the HR team to ensure financial alignment on contracts, pay changes and staff structure.
4.	<p>Systems and Processes</p> <ul style="list-style-type: none"> Maintain and develop the finance system (e.g. Sage for Education) and support implementation of any new systems. Ensure finance data is accurate, secure and aligned across systems including Arbor or other MIS platforms. Lead on system improvements and data analysis to drive efficiency and decision-making.
5.	<p>Procurement, Contracts and Risk</p> <ul style="list-style-type: none"> Lead on procurement and tendering processes, ensuring best value and compliance with regulations. Oversee contract management and insurance arrangements. Support monitoring and updates of the risk register and compliance logs.
6.	<p>Data Protection</p> <ul style="list-style-type: none"> Act as Deputy Data Protection Officer. Assist in monitoring compliance with data protection laws, responding to SARs, and maintaining secure data handling practices.
7.	<p>Events and Wider School Life</p> <ul style="list-style-type: none"> Support the Director of Finance & Operations and events team with school event planning and operational setup. Be present and assist with key school events (e.g. open evenings, awards events, parents' evenings, etc.). Promote and model the school's PROUD values through daily interactions and work ethic.
8.	<p>Additional Duties</p> <ul style="list-style-type: none"> Adhere to all safeguarding policies and maintain confidentiality at all times. Provide company secretarial support as required (e.g. GIAS updates, Companies House submissions). Support reconciliation and analysis of school trips and parental contributions. Oversee the uniform shop and related income tracking. Undertake professional development in line with role requirements. Participate in performance development reviews and goal setting.
<p>In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal / Leadership Team line manager.</p>	
<p>Name of Post Holder: _____ Signature: _____</p>	
<p>Date: _____</p>	

UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: FINANCE MANAGER

Criteria

Qualifications / Education / Training

1. Educated to at least GCSE standard in Maths and English, with grade C/4 or above or equivalent. *
2. Part (actively studying) or fully qualified accountant (ACCA, CIPFA, CIMA, ACA) or able to demonstrate extensive experience in financial reporting and management accounts. *
3. Evidence of ongoing CPD or willingness to undertake further professional development. *

Experience

4. Experience of leading month-end and year-end processes, including management accounts, forecasting, variance analysis, and reconciliations. *
5. Experience of managing a finance team and overseeing day-to-day financial operations. *
6. Experience of working in a school, academy trust, or similar public sector setting
7. Experience of working with external and internal audit teams.
8. Experience using financial databases, with the confidence and willingness to learn new systems. *
9. Experience of working to tight deadlines in a fast-paced environment. *
10. Experience of improving or embedding financial systems, processes, or internal controls.

Skills, Knowledge and Abilities

11. Proven ability to lead, manage and support a finance team, including setting clear objectives and monitoring performance. *
12. Strong interpersonal, written, and oral communication skills, including the ability to communicate financial information effectively to non-finance colleagues at all levels. *
13. High level of ICT proficiency, including advanced Excel skills and familiarity with databases. *
14. Strong organisational and time-management skills, with the ability to prioritise effectively and delegate appropriately. *
15. Confident managing multiple workstreams and competing priorities under pressure. *
16. A methodical and logical approach to problem-solving. *
17. High level of attention to detail and accuracy. *
18. Knowledge or understanding of school financial systems and school MIS platforms.
19. Knowledge of academy financial regulations and reporting, including statutory accounts, ESFA returns, and the Academy Trust Handbook.
20. Detailed understanding of financial control processes, reconciliations, and compliance requirements. *
21. Ability to work independently, using initiative, while knowing when to escalate issues. *
22. Self-motivated, flexible and able to adapt to changing demands, particularly during key financial periods. *
23. Ability to adhere to working procedures and policies within a school environment

Equal Opportunities
24. Commitment to equal opportunities and inclusion.
25. Ability to promote and support the school's Equality and Diversity Policy.
Disposition
26. High level of professional integrity; able to maintain confidentiality and demonstrate sound judgment. *
27. Resourceful and solution-focused; able to work with resilience under pressure
28. Leads by example and models high standards of professional behaviour. *
29. Collaborative mindset with the ability to build positive working relationships across the school. *
30. Positive, proactive, and "can-do" approach to work. *
31. Willingness to challenge and be challenged, with a reflective and open mindset. *
32. Demonstrates a commitment to continuous professional development. *
33. Exercises discretion and diplomacy, especially when handling sensitive information*

**Essential*

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Our Vision

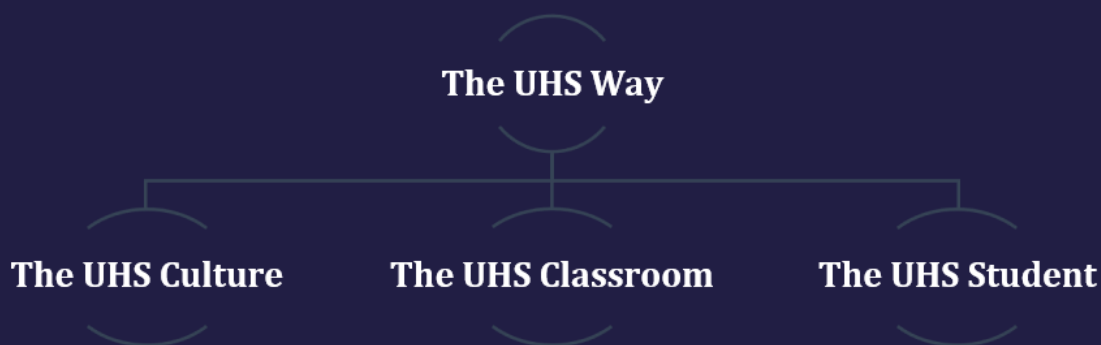
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.

TESTIMONIALS

Celebrating Our Dedicated Educators



“ From the moment I joined the staff, I felt welcomed and supported by colleagues. Everyone here is committed to fostering a collaborative and inclusive environment, which greatly enhances our ability to provide the best education our students. It's a joy to work in a place where open communication and mutual respect are the norms. ”

Campbell Hurst - Science Curriculum Lead

“ Working at Uxbridge High School is an incredible opportunity because of its supportive and collaborative environment that fosters professional growth. The school's commitment to innovative teaching methods and continuous improvement ensures that both teachers and students thrive. Additionally, the strong sense of community and dedication to student success make Uxbridge High School a truly rewarding place to work. ”

Fatima Latunji Jones - Head of Learning Year 10



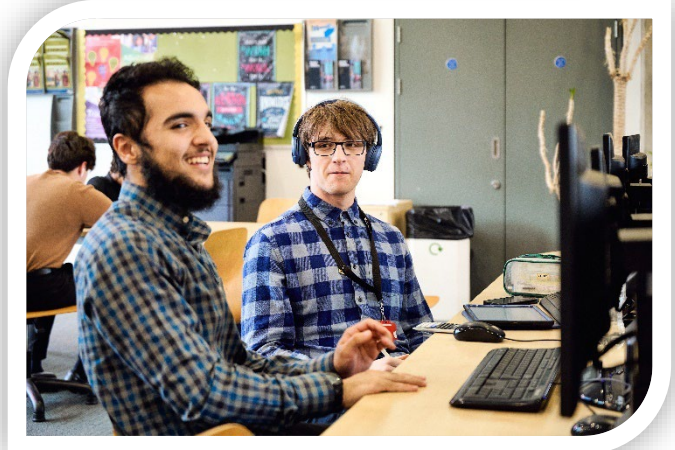
“ Uxbridge High School is a supportive and positive environment. Both staff and students are determined and enthusiastic, meaning that the curriculum is regularly adapted to inspire and encourage all learners. ”

Emmy Griffin - English Teacher

Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website www.uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- [instagram.com/uxbridgehigh](https://www.instagram.com/uxbridgehigh)
- www.facebook.com/uxbridgehighsch

We also have a LinkedIn page, giving updates and current vacancies:
www.linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.





UXBRIDGE
HIGH SCHOOL