



LABORA CUM AMORE

# St Simon Stock Catholic School

## SCHOOL FINANCE MANAGER APPLICATION PACK

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



*Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551*

# *Letter from the Headteacher*

## **Dear Candidate**

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

**Andrea Denny**

**Headteacher - St Simon Stock Catholic School**



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# *About St Simon Stock Catholic School*

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 28 academies (23 primary and five secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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## ***Role description***

The School Finance Manager will be accountable to the Headteacher of St Simon Stock Catholic School, but the role will also include intermittent reporting as required/ requested to Kent Catholic School's Partnership (KCSP) CEO and Chief Financial and Operations Officer.

### **Purpose of the Post**

To play a key role in contributing to the achievement of the school's Catholic educational vision through sound financial planning and accountability, and by helping to ensure a safe and secure school environment.

To have overall responsibility for the strategic financial planning and management and services managed by contract of St Simon Stock Catholic School and to advise the Headteacher, the Academy Trust and Local Governance Committee on all matters of a financial and service provision nature.

To discharge the above in line with the overall Catholic ethos and financial position of KCSP, working to KCSP's Chief Financial and Operations Officer so that KCSP's strategic financial imperatives are maintained and ensured.

### **Benefits of working at St Simon Stock:**

- A supportive and caring working environment for staff and students
- Dedicated and bespoke CPD time for all staff each term
- Staff laptop provided
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources



# Job description

**Job Title:** School Finance Manager

**Salary Grade:** KR11

**Hours/week:** 37 hours per week

**Weeks/year:** 52 weeks (All Year Round)

## Key Responsibility Areas

### Strategic Finance

- Working with KCSP's Chief Financial and Operations Officer to help ensure school budgets align with the ongoing integrity of KCSP's accountabilities as a Catholic multi-academy trust (MAT).
- Play an active part in helping devise and ensure the implementation of KCSP's vision as a Catholic MAT.
- Financial Planning, Management, and Monitoring in respect of Simon Stock Catholic School:
  - Prepare Three Year Financial Forecasts.
  - Prepare the annual budget as part of three-year financial plans.
  - Prepare the financial reports, estimates, and financial returns required by KCSP Central Office and the ESFA.
  - Ensure the effective operation of financial control within the school, and look to achieve value for money in all expenditure.
  - Develop and update appropriate financial regulations and work with the Headteacher to ensure compliance.
  - Promote best practice and ensure compliance with the financial processes and procedures set out in the policies of the Multi Academy Trust and Academies Financial Handbook.
  - Devise appropriate accounting procedures to control, monitor, and disburse the school's budget.
  - Oversee and ensure all significant control processes are completed each month.
  - Ensure preparation of monthly management accounts and periodic re-forecasts as required by KCSP Central Office.
  - Monitor cash flow.
  - Prepare financial appraisals of projects as necessary.
  - Ensure Local Governance Committee meetings have high quality and all necessary information in order to discharge their duties effectively.
  - Attend Local Governance Committee meetings as required and agreed with the Headteacher.
  - Represent the school at KCSP finance forums, and KCC finance forums and ESFA update meetings as required by KCSP's Chief Financial and Operations Officer.



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# Job description

- Compare financial performance against other schools.
- Ensure the school's compliance with the requirements of a school that is part of a MAT.
- Support the Headteacher with developing and maintaining a Risk Register for the school.
- Support the Headteacher with developing and maintaining a Business Continuity Plan for the school.
- Intermittent reporting as required/requested to KCSP's Chief Executive Officer and Chief Financial and Operations Officer.

## Procurement

- Develop and update appropriate policies and procedures for adoption and implementation in the school concerning the buying and ordering of all school supplies and services.
- Monitor the operation of policies concerning buying and ordering, and prepare such reports as may be required.
- Ensure that contractual relationships with suppliers deliver best value and are consistent with Catholic ethos, values, and policy.

## Payroll

- Oversee the effective management of the payroll service and act as liaison with the external payroll provider (SPS), ensuring payroll audit trails adhere to guidance, and appropriate checking and authorisation is carried out each month.
- Work with HR to ensure school HR records are consistent in SIMS (workforce census); SPS (payroll) and OROVIA (budget system).
- Work with HR to deal with personnel matters relating to salary, pension, and HMRC enquiries.



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# Job Description

## Asset Control

- Ensure accurate records are kept by the school of all assets via Parago.
- Develop and update appropriate policies and procedures for adoption and implementation in the school for the procurement, capitalisation, and disposal of all assets.
- Update, as part of one-year financial plans, an asset maintenance programme for the school.
- Prepare, as part of one-year financial plans, a detailed capital purchase programme for the school.
- Support the Headteacher in preparing bids to KCSP Central Office as necessary to access the MAT capital funding allocation.

## Staff Management

- Provide line management for direct reports including all aspects of performance management.
- Provide leadership, motivation, support, and control of staff allocated to areas of responsibility, ensuring that appropriate standards of conduct and performance are demonstrated.

### Additional Duties:

All staff, with the support of the Designated Safeguarding Lead for each school, have a responsibility for providing and safeguarding the welfare of the children and young people.

To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Trust's health and safety policy.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the post holder, at least annually or whenever there may be a significant change to the role of the job holder.



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# Person specification

	Criteria	Essential / Desirable
<b>Faith Commitment</b>	Understanding of the distinctive nature of a faith school	D
	A practicing Catholic	D
<b>Education &amp; Qualifications</b>	(Part) qualified accountant, ACCA, ACA, CIMA or equivalent, or with AAT qualification and relevant experience	D
	Evidence of continuing relevant professional development	D
<b>Professional Knowledge, Experience &amp; Understanding</b>	Experience of successfully managing significant budgets, budgetary control processes and resources	E
	Knowledge and experience of financial management systems and procedures	E
	Knowledge of accounting systems in relation to business	E
	Knowledge and experience of managing procurement contracts for services and service level agreements	E
	Experience of successful change management	D
	Experience in a financial management role in a school/academy of education environment desirable, but not essential	D
	Experience of producing annual financial statements	E
	The need to be strategic and forward thinking in ensuring the financial stability of the school	E
	Knowledge of current statutory compliance regulations	E
	Understanding the need for confidentiality and data protection	E
	Ability to formulate ideas and solutions and present them clearly to the Headteacher, Senior Leadership Team and Governing Body	D





# Person specification

<b>Leadership and Management Personal Qualities</b>	Demonstrate personal and professional integrity	E
	Think strategically, analytically and creatively and demonstrate initiative in solving problems	E
	Analyse and interpret information in order to make informed decisions and exercise good judgement	E
	Empathy with students	E
	Empathy with staff	E
	Ability to use a range of ICT packages	E
	Excellent communications skills	E
	Excellent interpersonal skills	E
	Excellent organisational skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to meet deadlines, prioritise, plan and organise, make decisions and manage time effectively to meet the requirements of the school	E
	Experienced in working in a confidential environment, be trustworthy and reliable	E
	Ability to effectively manage and monitor people, policies and plans	E



# Application process

You are welcome to contact HR at [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk) if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach:

For ease of applying, we are happy to accept applications directly by using the 'APPLY NOW' link.

Should you be shortlisted for interview, additional information may be requested at that time.

**Closing date for applications: Friday 9th May 2025 @ 15:00**

**Interviews to be held: Tuesday 13th May 2025**

**Start date: ASAP**

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

## Safer Recruitment

*St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*

*Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.*

