



Finance Manager

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

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School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

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School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

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Role description

St Gregory's Catholic School is seeking a highly skilled and motivated **Finance Manager** to play a key role in supporting our Catholic educational mission.

Reporting directly to the School Business Manager, this is an exciting opportunity to lead and manage the work of the Finance Office, ensuring the effective operation of all financial processes. You will provide accurate and timely financial information to support school funds and budgets, contributing to strategic decision-making across the school.

We are looking for a solution-focused professional with proven experience in a similar role, excellent organisational skills, and a strong commitment to working collaboratively as part of a dedicated team.

If you are passionate about making a difference in education and have the expertise to help us achieve our goals, we would love to hear from you.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme
- Staff laptop provided
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources



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Job description

Job Title:	Finance Manager
Salary Grade:	KRF £30,404 – £33,752
Hours/Weeks:	37 hours per week: 0800-1600 Monday to Thursday, 0800-1530 on Friday with 30 mins lunch break on each day. Full-time (all-year-round).
Line Manager:	School Business Manager
Direct Reports:	Finance Officer x 1(plus a temporary Finance Officer till Feb 2026)

Main Purpose:

- To manage and be responsible for all aspects of work in the finance office for St Gregory’s Catholic School, including the provision of financial information relating to school funds and budgets.

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

General Responsibilities:

School Financial Management & Control	<ul style="list-style-type: none">• Ensure all financial transactions are recorded accurately and timely using the school's financial software (PS Financials), maintaining established financial procedures/controls and ensuring compliance with school, KCSP and audit requirements.• Process and oversee the processing of orders, deliveries and invoices.• Assist the SBM in preparing/analysing the school budget for the current financial year, commenting on variances/spending trends as required, with a view to providing accurate budget forecasts for both the current and future financial years.• Assist the SBM with the preparation of the Financial Three-Year Forecasts.• Upload agreed school budgets onto PS Financials within the deadlines set centrally by KCSP (Original, January Forecast, April Forecast budgets etc).• Advise on potential improvements and developments possible relating to current financial systems/procedures, looking to further streamline processes and improve efficiency (For example, automating transactions where possible).• Prepare internal month-end accounts reports (Balance Sheet, Trial Balance, Management Accounts, Debtors/Creditors, control account reconciliations etc.) and submit these to the SBM, ensuring figures are accurate, up to date, and appropriately analysed.• Maintain SEN (E3) and SRP income records to accurately forecast income, liaising with school SENCOs to obtain relevant claim information (amounts/dates etc).• Update budget holders each month, providing budget statements and monitoring spend as necessary, noting especially any adverse variances and ensuring expenditure is timed appropriately in relation to cashflow trends.• Review budget holders as appropriate, especially after budget changes or new budgets being issued, ensuring records are kept up-to-date and budget holders are suitably assigned against the correct budgets.• Establish a deadline date for departmental 'last orders' each year in the last term leading up to the financial year end and communicate this with budget holders.• Assist and cooperate as required with the annual audit of the school's accounts undertaken by external auditors.• Process and record all charity donations received.• Maintain accurate and up-to-date Gift Aid records for the School Fund donations, submitting these to KCSP quarterly.• Negotiate with suppliers where possible to ensure best value, taking advantage of any trade discounts/favourable credit terms offered, seeking payment terms that are conducive to cashflow trends (For example, negotiating monthly/quarterly rather than up-front payments for annual subscriptions).• Maintain a database of significant supplier contracts, noting notice terms and diarising contract reviews before the notice deadlines.• Process the monthly payroll journals into PS Financials, ensuring accuracy and investigating discrepancies.
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Job description

Lettings	<ul style="list-style-type: none"> • Oversee the processing of invoices to lettings customers and accurately record income generated. • Oversee the credit control of lettings debts.
Banks	<ul style="list-style-type: none"> • Accurately record all bank transactions in the relevant public and school fund accounts, ensuring all bank accounts are reconciled weekly/monthly as required, noting especially any effects the balances – and income/expenditure trends – may have on school cashflow. • Process weekly BACS payment runs (during term-time), ensuring all invoices have been verified prior to payment and are settled in accordance with supplier payment terms. • Deposit cash/cheques received at the bank as required.
Parago/Asset Management	<ul style="list-style-type: none"> • Use the Parago asset management software to maintain an accurate, up-to-date and detailed asset register for all applicable items/equipment. • Filter and categorise assets accurately (e.g. in terms of being IT or non-IT assets, capital or non-capital). • Use information from this register to help inform the SBM on the condition of current assets, their value, likely lifespan and need for replacement. • Manage the annual audit/stocktake of the school sites, ensuring this is as comprehensive as possible. • Ensure IT equipment loaned to staff is audited annually and any irregularities noted. • Actively investigate the occurrence of any missing assets or assets not showing on the asset register, updating and correcting existing records as required. • Follow established policies and procedures relating to the procurement, capitalisation and disposal of school assets. • Incorporate reports and updates relating to asset management into the internal month-end processes or at regular intervals agreed by the SBM.
ParentPay/Trips	<ul style="list-style-type: none"> • Accurately record on PS Financials all online receipts from the school's cashless till system (ParentPay). • Work with trip leaders and the Educational Visits Coordinators to verify and approve costings for proposed school trips, ensuring relevant quotes for any planned expenditure have been obtained and costed correctly. • Ensure sufficient trip income has been received before committing to trip expenditure, minimising any financial costs suffered by the school resulting from the provision of school trips. • Organise the annual import of new Year 7 students (pre-admissions) onto ParentPay from the school's MIS systems (SIMS), ensuring their account login information has been communicated with them and lunch cards ordered in anticipation of the new academic year. • Make RPA (insurance) claims for travel incidents as appropriate.

Job description

Staff Management	<ul style="list-style-type: none">• Effectively manage and lead the school's Finance Officer(s), allocating tasks appropriately and reviewing performance and training.• Engage with and complete the annual staff appraisal process, set out by HR, for the relevant finance staff.• Support the School finance team as required, especially during busy periods or times of staff absence, to ensure that an efficient school finance function is maintained.• Accept overall responsibility for the functions performed by the finance teams, advising the SBM on staffing concerns as appropriate.
Year End	<ul style="list-style-type: none">• Follow KCSP guidelines to ensure that financial year-end accounts are completed and all relevant reports are uploaded to the correct drive within the deadlines set.• Ensure year-end accounts are comprehensive and accurate; these should include the required control code reconciliations, income/capital expenditure records and year-end adjustments (prepayments, accruals etc).• Update year-end templates monthly for government income and payroll records, ensuring that preparation for year-end is on-going throughout the year as appropriate.
General Matters	<ul style="list-style-type: none">• Behave in accordance with school policies and adhere to H&S guidelines.• Support the school in developing and maintaining its Catholic ethos.• Continue personal development as agreed and demonstrate a competent level of numeracy, literacy and ICT skills.• Employees will be expected to comply with any reasonable request from a senior manager to undertake work of a similar level/nature that is not specified in this job description.• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 postholder, at least annually or whenever there may be a significant change to the role.



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Person specification

	Criteria	Essential / Desirable
Qualifications	<ul style="list-style-type: none">Level 3 Diploma (or equivalent) with accountancy and finance knowledge and skills.	D
Experience	<ul style="list-style-type: none">Experience of working in a finance role for a minimum of 3 years.Knowledge of PS Financials.Experience of working in the Education sector.	E D D
Skills and Abilities	<ul style="list-style-type: none">Ability to communicate a range of financial information both verbally and in writing with the Senior Leadership Team, Governors and other staff.Keyboard skills applied with precision and speed.Must be computer literate and have previous experience of working within financial regulations.Ability to prioritise own workloads and to work to deadlines is essential.	E E E
Knowledge	<ul style="list-style-type: none">Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports and advise on variances.Must be aware of KCC Financial Regulations and understand other relevant school policies.Knowledge of a range of IT systems.Knowledge of computerised and manual filing systems.Awareness of Data Protection and confidentiality issues.Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.	E E E E E



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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

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

Closing date for applications: 6 October 2025 at 09:00 am

Start date: October/November 2025

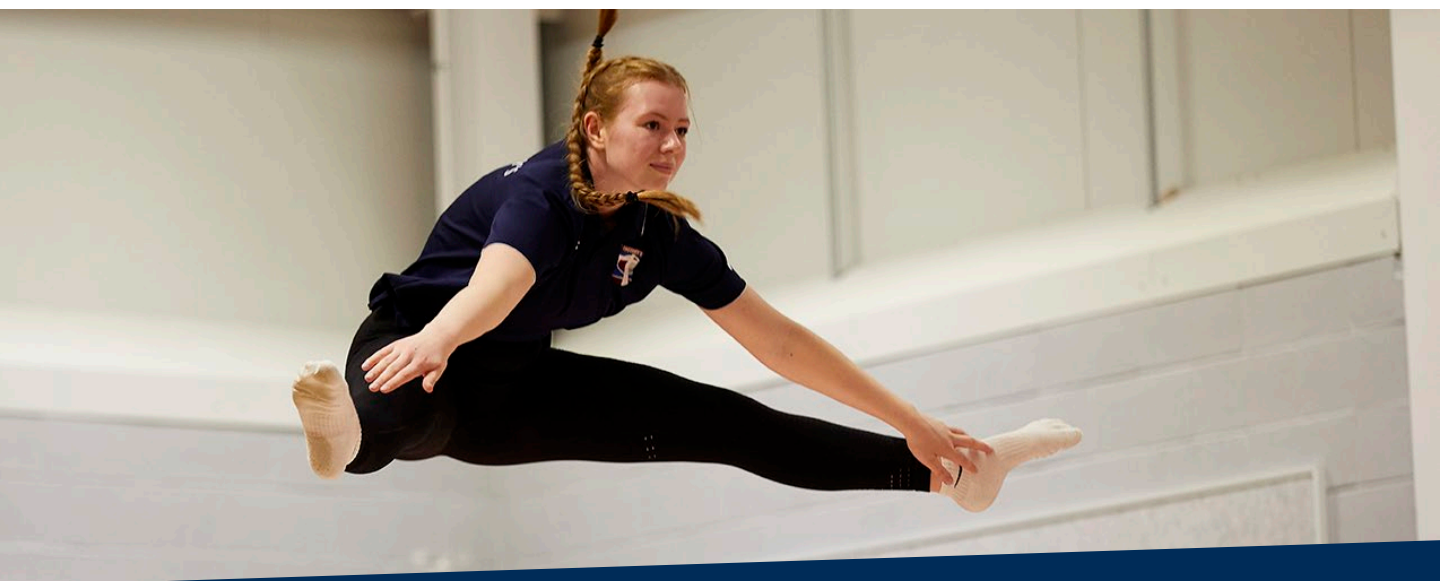
All applicants need to have the Right to Work in the UK to be considered for this role.

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 Gregory's 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.



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