

PACK FOR THE POST OF

Finance Manager

Town Close School



STARTING 1ST SEPTEMBER 2026



A WARM WELCOME

From the Head at Town Close School, Norwich

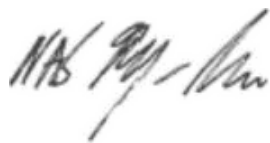
This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.

Town Close School is a co-educational day school of over 425 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large town houses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification sports hall was opened in September 2009, a superb performing arts hall in January 2010 and the Pre Prep and Nursery was extended and re-furbished in 2017. A second science lab was opened in January 2025 and a drama studio, cookery room and renovated Reception garden were opened in September 2025. Onsite netball courts have also recently been completed in October 2025.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Town Close School underwent inspection in June 2025 conducted by the Independent Schools Inspectorate, where we not only met all standards, but also received a significant strength for the impact of our School values; 'The Town Close Way'. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each child, not just as great pupils, but more importantly as great people. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport.

We look forward to hearing from you.



JOB DESCRIPTION

ACCOUNTABLE TO:

Bursar

LINE MANAGES:

Finance Assistant

LIAISES WITH:

Academic, administrative and support staff, pupils, parents, governors, and external accountants and auditors and Local Authority.

ROLE PURPOSE

This is a key whole-school role leading the School's finance function to ensure accurate financial records, management account and statutory returns are produced whilst overseeing the Finance Assistant to ensure that all day-to-day processing of accounts payable and payroll are completed accurately and on time.

The role requires excellent organisational skills, the ability to manage competing priorities, and a high level of discretion. In addition, the post holder will ensure consistency, efficiency and high standards of financial support for the whole School.

The ideal candidate will either be appropriately qualified or qualified by experience and able to demonstrate this.

MAIN DUTIES & RESPONSIBILITIES

To be responsible to the Bursar for the School account's function and to produce year end accounts for audit.

To carry out day to day accounting tasks to include,

- bank reconciliations,
- petty cash management,
- journals,
- accruals and pre-payments,
- maintenance of asset registers and depreciation calculations,
- and all other accounts related tasks.

Produce monthly management accounts.

To assist the Bursar in the preparation of budgets and forecasts and the monitoring of cash flow as well as five-year forecasts.

Maintain records of payments made against budget on capital building projects and advising the Bursar accordingly.

To ensure all relevant returns to HMRC, Companies House, the Charities Commission, and any other such returns are completed accurately and submitted in a timely manner.

Facilitating management reports to meet the needs of the Bursar and the Finance Committee to help them to lead, manage and control the organisation.

Managing the annual visit of external auditors and ensuring that they are provided with all the information that they require both before and during the audit.

Completing any necessary surveys as required.

Maintain the fixed asset register.

Participating in regular reviews to ensure that the accounting systems keep pace with needs in an efficient and cost-effective manner.

GENERAL RESPONSIBILITIES

- Learn and use relevant equipment, including IT systems
- Identify and complete necessary training for the role, and share acquired skills within the team.
- Comply with health and safety laws and School policies; always work safely.
- Follow the School's Safeguarding Policy, promote the welfare of pupils, and report any risks or concerns.
- Maintain confidentiality of all information obtained during employment.
- Carry out other tasks assigned by the Bursar, Head, Chair of Governors, or Chair of Finance and General Purposes Committee as needed.
- Uphold the core values of the School.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Professional Development	• AAT qualified, part-qualified accountant (ACCA/CIMA/ACA) or qualified by substantial relevant experience. • Evidence of continuing professional development.	• Full professional accountancy qualification (ACCA, CIMA, ACA or equivalent). • Qualification relevant to the education sector or charity finance.
Experience	• Significant experience of financial management and accounting functions. • Experience of preparing management accounts, reconciliations, accruals, prepayments and year-end procedures. • Experience of budget preparation, forecasting and cash flow monitoring. • Experience of maintaining fixed asset registers and depreciation schedules. • Experience of working with auditors and preparing documentation for audit. • Experience of supervising or managing staff. • Experience of ensuring compliance with statutory and regulatory requirements.	• Experience working within an independent school, educational setting, charity or not-for-profit organisation. • Experience supporting governors, trustees or finance committees. • Experience of managing capital project expenditure and reporting against budgets.
Knowledge	• Sound knowledge of accounting principles and financial controls. • Good understanding of payroll processes and financial regulations. • Knowledge of HMRC requirements and statutory reporting. • Understanding of confidentiality, data protection and safeguarding responsibilities. • Proficient use of financial systems and Microsoft Office, particularly Excel.	• Working knowledge of QuickBooks Online. • Working knowledge of Sage Line 50 Payroll. • Working knowledge of Fathom financial reporting and forecasting software. • Working knowledge of iSAMS. • Working knowledge of School Portal. • Knowledge of charity accounting and reporting requirements. • Understanding of independent school financial operations.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills & Abilities	• Strong analytical and numerical skills. • Ability to produce accurate and timely financial information and management reports. • Excellent organisational skills with the ability to prioritise competing demands. • Ability to identify and resolve financial issues proactively. • Strong attention to detail and accuracy. • Ability to communicate financial information clearly to both finance and non-finance colleagues. • Ability to work independently and use initiative. • Ability to manage and support staff effectively.	• Ability to identify opportunities for process improvement and increased efficiency. • Experience of implementing or developing financial systems and controls.
Personal Qualities	• High level of integrity, discretion and professionalism. • Trustworthy and able to maintain strict confidentiality. • Flexible and adaptable approach to work. • Collaborative team player with strong interpersonal skills. • Commitment to the values and ethos of the School. • Commitment to safeguarding and promoting the welfare of children and young people.	• Positive interest in contributing to the wider life of the School.

ADDITIONAL REQUIREMENTS

Criteria	Essential	Desirable
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people.	Previous safeguarding training.
Compliance	Ability to satisfy safer recruitment checks, including references and DBS clearance.	Experience working in a regulated environment.

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Pay Scale between points 36 £42,992 and 43 £52,261 FTE. Dependent on experience.

Working Hours

21 Hours per week, term time plus 3 weeks. Hours can be worked flexibly by arrangement with the Bursar, there is a requirement for the successful candidate to be in the office at least one day per week.

Benefits include

- School lunch and refreshments throughout the day
- Laptop for professional use
- Onsite parking
- Discounted school fees for your child/ren
- Competitive pension scheme
- Free flu jab on site

Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our Safeguarding policy, including child protection, can be found in the policies section of our website.

How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Mrs Kate Artherton

Either by email to: bursarsec@townclose.com or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Friday 24th July 2026 at 12.00pm

Interviews: 28th, 29th and 30th July

Please do not send a curriculum vitae (CV) as we are not able to accept this as a substitute for the application form. However, if a disability precludes you from completing the standard form, please contact the Bursar's Secretary who will be able to advise you on an alternative means of applying.

If you would like to give the School any additional, relevant information which you have not been able to do on the application form, please include this in your covering letter.