



St John Bosco
ARTS COLLEGE

Job Advertisement

TITLE OF POST:	Finance Manager
SALARY GRADE:	Pass Scale 9, SCP 30-33 (£40,777-£44,075) 35 hours per week, full time <i>The salary quoted is the full-time, full-year equivalent. The school is open to considering flexible working arrangements, including term-time only (pro-rata) or annualised hours contracts (such as 40 hours + 2 weeks), subject to agreement.</i>
RESPONSIBLE TO:	Headteacher Business Manager
LINE MANAGEMENT:	Finance Assistant

The Governors of this outstanding 11-18 Girls Catholic Specialist Arts College wish to appoint an experienced finance professional to lead the school's financial operations.

This is a key post within our support team, responsible for financial control, accurate reporting and the effective day-to-day management of the Finance Office.

We operate with clear systems and high expectations. The Finance Manager plays a central role in maintaining that discipline, overseeing budget monitoring, payroll, income and expenditure, and ensuring compliance with Local Authority requirements.

Working closely with the Business Manager, you will ensure that financial processes are reliable, well organised and delivered on time. You will provide accurate information to senior leaders, Governors and external bodies, supporting sound and confident decision-making across the school.

We are looking for someone technically strong, methodical and steady in their approach. Experience in financial management is essential. Experience in a school or regulated environment would be advantageous.

St John Bosco Arts College is a professional and purposeful community. We value clarity, accountability and collaboration. The successful candidate will join a team committed to doing things properly and doing them well.

If this role aligns with your experience and ambitions, we would welcome your application.

A Job Pack, application form and further information can be found on the school website. Visits to the school are encouraged and can be arranged by contacting our HR Manager, Linda Harley, on 0151 330 5142 or by email recruitment@stjohnbosco.org.uk

Closing date: Thursday, 26th February 2026 at 12 noon

Please note that only applicants who have been shortlisted for posts will be contacted following the closing date.

Our school is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. As part of shortlisting, we will carry out an online search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the college might want to explore with the applicant at interview.

All posts are subject to the required DFE preemployment checks being completed including an Enhanced DBS Certificate [including a Children's Barred List Check].

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must disclose any convictions, cautions or reprimands which are not protected under the Exceptions Order 1975 (as amended in 2013 and 2020).

Our recruitment pack contains key safeguarding policies including our code of conduct for staff and volunteers which everyone must adhere to.

Contact details:

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