



FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST



Finance Manager

Full time

October 2025

RECRUITMENT BRIEF

Bright Minds, Bright Futures

The Role

We are seeking to appoint a full time Finance Manager who will be responsible for the provision and maintenance of the school's financial and accounting support service and oversight of the Enterprise function. As a member of the Girls' Day School Trust the school benefits from centralised support in a number of finance areas including payroll, fees and accounts. The hours of work are 36 per week, Monday to Friday, 52 weeks per year.

The Finance Manager reports to the Director of Finance and Operations and is supported by the Finance Officer whose primary role is to maintain the main ledgers. The Finance Manager liaises with academic and support staff providing advice on departmental budgets and project costs. Externally the Finance Manager works with potential hirers to maximise income generation from the school's facilities and event lettings.

This is an exciting opportunity to join an outstanding HMC school with an exemplary reputation for academic results, innovation and pastoral care. Bromley High School is a consistently oversubscribed academically selective girls' school with 900 pupils from 4-18 and is a member of the Girls' Day School Trust (GDST). In 2018 the school was recognised by ISTIP as a centre of excellence for training and development of new teachers.



Job purpose: To be responsible for the provision and maintenance of the school's financial and accounting support service, within the overall legal and regulatory framework and in accordance with GDST policies and procedures. To oversee GDST Enterprises within the School.

Accountable to: Director of Finance and Operations

Responsible for: Finance Officer

Accountabilities:

1. Management of resources and administration

- a. Assist the Director of Finance and Operations to prepare the school's annual expenditure budget in accordance with GDST guidelines and give financial advice and information to budget holders.
- b. Manage the school's financial administration in accordance with the GDST's financial accounting procedures, and using specified computerised financial management systems, ensure that adequate records are maintained, that all expenditure delegated by the GDST to the school is properly controlled in relation to the approved budget, and that any problems are brought immediately to the attention of the Director of Finance and Operations.
- c. Monitor expenditure against budgets at specified intervals (including staff costs as required), produce and present reports, financial summaries and returns as required by the GDST, Governors, Head and Director of Finance and Operations to inform decision-making.
- d. Manage finance related to incidental expenditure for bursaries and scholarships, as well as the school's wraparound care provision, educational visits, school events and hospitality.
- e. To be responsible for the management of the COMPLEAT Purchase Ordering system
- f. Oversee the management of the school's direct payment system (ParentPay).
- g. Ensure that the school and GDST databases are updated regularly to enable data retrieval to provide accurate and effective reporting as and when required.
- h. Manage the operation of the school and GDST financial system (PSF), process receipts and payments, and prepare monthly bank reconciliations.
- i. Manage the reconciliation of Credit Cards and Pre-Payment Cards (Equals Money).
- j. Manage processing of orders for services to the school, ensuring 'best value for money' by applying an annual review of quotations for all services and suppliers.
- k. Prepare monthly, annual and periodical financial returns and claims for Trust Office as required.
- l. Undertake month-end and end-of-year school budget procedures including accruals and prepayments.
- m. Act as the point of contact for external and internal audits, ensure that records and reports are maintained to comply with audit policy.

- n. Oversee school insurance policies and make relevant claims ensuring the insurance payment is received into the school's accounts.
- o. Actively seek opportunities for cost-improvements and work with the Director of Finance and Operations and the GDST Procurement Manager to ensure that best value is achieved in all areas of school purchasing.
- p. Keep procedures and practices under review to ensure that they meet the school's needs and contribute to the smooth running of the school.
- q. Manage the hiring of the school's facilities to external lettings to generate additional income streams through GDST Enterprise Ltd, including ownership of the SchoolHire platform for bookings, documentation and invoicing to ensure compliance with GDST policies.
- r. Execute all termly and year-end procedures and reports and, in conjunction with the Director of Finance and Operations, produce the annual budget and mid-year forecast for the commercial lettings business.
- s. Undertake specific additional duties which may be required according to local circumstances, for example:
 - i. Undertake checks of catering invoices
 - ii. Manage the school transport provision for daily bus routes and liaise with external providers.
 - iii. Support occasional weekend events e.g. Open Days

2. Leadership & management

- a. In liaison with Director of Finance and Operations, recruit, induct, develop, deploy, motivate and appraise staff for which responsible to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- b. Foster a service orientated, 'can do', approach and a culture of support within the team, ensuring that there are mutually supportive working relationships between academic and support staff.
- c. Act as a role model for other staff by setting high professional standards, respecting confidentiality, embracing change and new working practices, and proactively promoting more efficient systems and ways of working.

3. Training & development of self and others

- a. Regularly review own practices, set personal targets and take responsibility for own self-development.
- b. Ensure that training needs of staff for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.
- c. Provide on-site induction and training for school based staff in order to ensure compliance with procedures and efficient and effective use of financial resources

Person Specification

Qualifications/Attainment

• Accountancy / Financial qualification e.g. ACCA / CIMA / AAT or equivalent	Full AAT ACCA / CIMA	Essential
• Understanding and application of Accounting software, e.g. PS Financials	Intermediate	Desirable Essential
• Understanding and application of MS Office, word processing, excel spreadsheets	Advanced	Essential
• Experience in using, SIMS, COMPLEAT, Payroll Software applications or equivalent	Intermediate	Desirable

Skills required

• Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, Governors, the GDST and external bodies.	Essential
• Confident in the use of computer packages including Spreadsheet, Word Processing and Database systems	Essential
• Excellent numeracy skills with the ability to analyse and present statistical information with confidence.	Essential
• Ability to understand, interpret and communicate financial information.	Essential
• Ability to operate, monitor and maintain systems for effective budget management	Essential
• Excellent interpersonal skills	Essential
• Excellent organisational and time management skills with the ability to prioritise	Essential
• Ability to work on own initiative and react to competing demands	Essential
• Ability to work to deadlines, applying proactive time management strategies	Essential
• Ability to line manage personnel including the management of annual appraisals	Essential

Knowledge Base

• Strong accounting and financial experience and knowledge	Essential
• Experience of:	
1. Purchase Ledger	Essential
2. General Ledger	Essential
3. Sales Ledger	Essential
4. Bank Reconciliations	Essential
5. Purchase Ordering software (COMPLEAT)	Desirable
6. Payment Portals (PARENT PAY)	Desirable
• Experience of working with databases	Essential
• Internal accounting and budget management	Essential

Attitude/Approach

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|---|-----------|
| • Calm, flexible, approachable aptitude | Essential |
| • Ability to solve problems, make good judgements and take decisions | Essential |
| • Ability to work under pressure | Essential |
| • Demonstrate commitment to the improvement and development of own performance | Essential |
| • Have the confidence to train and advise the and school-based staff on all aspects of Local Financial Management | Essential |

Review and amendment: This job description should be seen as enabling rather than restrictive and will be subject to regular review.



You Will Be

Positive & Enthusiastic

Professional & Motivated

Flexible & Approachable

You Will Have

A high degree of personal drive and energy

An innovative approach



All Members Of Staff Are Expected To

Support the school vision and the current school objectives outlined in the School Development Plan

Contribute to the school's plan of extra-curricular activities

Support and contribute to the school's responsibility for safeguarding students

Respect the health and safety policy, ensuring a safe working environment for staff, students and visitors

Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff

Maintain high professional standards of attendance, punctuality, appearance, conduct positive, courteous relations with students, parents and colleagues

Engage actively in the performance review process

Adhere to policies as set out in the GDST Council Regulations and The Hub

Undertake other reasonable duties related to the job purpose required from time to time



Salary & Benefits

The salary will be dependent on skills and experience for a 36 hour working week, all year round (i.e. 52 weeks).

The GDST offers a competitive salary scale and generous benefits:

- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches during term time
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- Access to school multi-gym, swimming pool, yoga classes

How To Apply

Applications must be received by **12 noon on Friday 3rd October 2025**.

Interviews will take place on **Thursday 9th October 2025**.

Please note that early applications are encouraged and the position may be closed sooner in the event of sufficient suitable applications being received.

Please apply sending a covering letter and completed application form to hr@bro.gdst.net. CVs are welcomed but they must accompany a fully completed application form.

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications.

Bromley High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Any candidate wishing to seek additional information should contact:
Mrs Annelisa MacDonald, Deputy DFO, a.macdonald@bro.gdst.net

