



Finance Manager

The Ashbeach Primary School | Permanent | £29,064 pro rata | 40 Weeks per Year

25 Hours per week.

Are you a confident, organised finance professional who wants to make a real difference in a small rural primary school? Join The Ashbeach team and use your financial expertise to support excellent outcomes for pupils and help shape the school's future. This is a hands-on role where your work will be visible every day — from accurate budgets and robust records to helping the Headteacher and governors make strategic decisions. If you value working as part of a close-knit team, enjoy variety and want to contribute to an ambitious school improvement journey, we'd love to hear from you.

About The Ashbeach Primary School

- A warm, inclusive maintained primary school with mixed-age classes (5 classes, 139 pupils on roll).
- Our vision: "Learning for life - to be the best we can possibly be." Children are at the centre of every decision we make.
- Our values — Honesty, Evolve, Aspire, Resilience and Team — shape school life and are lived every day by staff and pupils.
- We follow the OFSTED framework and are firmly focused on school improvement, including ambitious actions to strengthen writing, phonics and personal development by July 2026.

About the role

As Finance Manager you will be responsible for the effective financial management and administration of the school, reporting to the Headteacher and supporting the Governing Body.

Key responsibilities:

- Manage day-to-day school finances with accuracy, transparency and compliance with local authority, ESFA and school policies
- Prepare and monitor budgets, forecasts and financial reports to support strategic planning
- Process invoices, purchase orders and payments; maintain clear financial records of income and expenditure



- Manage school funds such as trips, wraparound care and voluntary contributions; support audits and liaise with external finance stakeholders
- Occasionally act as a welcoming first point of contact for parents, visitors and telephone enquiries when required; maintain pupil and staff records on the MIS; support admissions, attendance administration and data protection requirements

This is a varied post where your financial skills will directly support improved outcomes for pupils and enable the leadership team to make informed, impactful decisions.

About you — the ideal candidate

We are looking for someone who will embrace our school values and contribute positively to our community. You will be:

- Experienced in financial management or administration, confident producing accurate records and clear reports
- Numerate, highly organised and attentive to detail, with the ability to prioritise and work independently in a busy environment
- An excellent communicator who works well with colleagues, governors, parents and external partners
- Committed to safeguarding and the welfare of children (an enhanced DBS is required)

We welcome applicants from diverse backgrounds and encourage candidates who will bring fresh ideas to a school keen to grow and improve.

What we offer

- A supportive, friendly staff team in a school that values professional growth and collaboration
- Opportunity to make a tangible difference in a small, community-focused school during an exciting period of improvement and development
- Professional development opportunities relevant to the role and school priorities
- The chance to work within a values-driven culture where children are at the centre of every decision

Application details

- Salary: £29,064 pro rata
- Closing date: 8th June 2026



- How to apply: Please submit a completed application form with a covering letter to: head@ashbeach.cambs.sch.uk Tel: 01733 844262
- Shortlisted candidates will be contacted with interview details. The school is committed to safeguarding and an enhanced DBS check will be required for the successful candidate.

We welcome applications from candidates who share our commitment to inclusion, high expectations and making a positive difference for children and their families. Join us at The Ashbeach Primary School — help us ensure every child can be the best they can possibly be.