

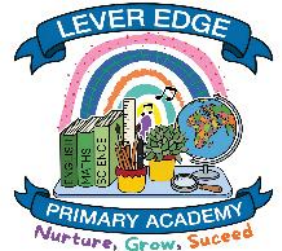
## LEVER EDGE PRIMARY ACADEMY

Lever Edge Lane, Bolton, BL3 3HP

Tel: 01204 333679

Email: office@lever-edge.bolton.sch.uk

Head: Ms K James



# Finance Manager

15 hours per week (over 2 days), term time plus one week

Salary: Grade G SCP 23 - 27 (£34,434-£38,220)

Pro rata £11,922 - £13,268 p.a.

Start date: 1<sup>st</sup> September 2026

Are you a skilled and enthusiastic finance professional looking for a rewarding role in education? We are seeking an experienced and strategic part-time Chief Finance Officer (CFO).

This is an excellent opportunity for a qualified finance professional to play a pivotal role in shaping financial strategy, ensuring strong governance and supporting educational outcomes, while maintaining a flexible working pattern.

### **About the role**

Working closely with the Headteacher and Trustee Board, the CFO will have overall responsibility for the academy's financial management, compliance and strategic planning. The role is offered on a 2 day per week basis and may be suited to someone working across multiple trusts, or seeking a part-time leadership position.

### **What you will do:**

- Provide strategic financial advice to the Headteacher and Trustees, helping shape budgets and long-term planning.
- Prepare and monitor budgets, management accounts, and reports, giving clear insight to support decision-making.
- Oversee the academy's financial systems and line manage the Finance Officer, ensuring smooth day-to-day operations.
- Ensure compliance with statutory and regulatory requirements, including audits, DfE returns, VAT, and pension reporting.
- Support income generation and funding opportunities, including grants, lettings, nursery provision, and after-academy activities.
- Play a key role in the financial development and sustainability of the academy.

### **Who we are looking for:**

- A qualified accountant (or equivalent experience) with strong financial management skills.
- Experienced in budgeting, reporting, and analysis, with the ability to explain complex financial information clearly.
- Confident managing and supporting staff, with excellent organisational skills.
- Knowledge of academy or academy finance, funding streams, and statutory requirements is desirable but not essential – we will provide support.
- A proactive, collaborative, and friendly approach, with a passion for supporting children and the wider academy community.

## **Why join us?**

- Work in a welcoming and supportive academy community.
- Flexible part-time role that makes a real difference.
- Opportunity to contribute to the development and success of our academy.

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for the successful candidate.

If you're ready to bring your financial expertise to an academy that values your contribution, we'd love to hear from you!

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Due to our stringent safeguarding policy, CVs will never be accepted. All posts are contingent on enhanced DBS clearance and satisfactory references.

Employment is conditional on confirmation of the rights to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

**Closing Date:           Friday 22<sup>nd</sup> May 2026 at 9.00 am**

**Interview Date:        Week Commencing Monday 1<sup>st</sup> June 2026**