FAIRFIELD
HIGH SCHOOL

Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Chief Financial Officer (CFO)

HC08 Equivalent £37,563 - £42,123 (pro rata)

13 hours per week over 2 days TTO plus 10 days

We are seeking an experienced, organised and proactive CFO to support the effective financial management and strategic planning of the school. The successful candidate will work closely with the Senior Finance Assistant and Senior Leadership Team to ensure robust financial processes, compliance and effective use of school resources.

Duties will include:

- Supporting and providing guidance to the Senior Finance Assistant in the day-to-day running of the finance function.
- Overseeing and supporting the financial management of capital projects.
- Ensuring procurement processes are compliant with DFE/ financial regulations, policies and procedures.
- Preparing annual estimates of school expenditure to support effective financial planning.
- Leading on the annual budget-setting process, including financial forecasting and monitoring.
- Preparing for audits, ensuring financial records, documentation and processes are accurate, complete and readily available.
- Oversite of grant applications

We are looking for someone with strong financial management skills, excellent attention to detail and the ability to plan, organise and prioritise effectively. The successful candidate will demonstrate a commitment to financial accountability, compliance and ensuring the school's resources are managed efficiently to support the best possible outcomes for pupils.

This post is subject to full enhanced DBS clearance. Fairfield is committed to safeguarding young people and ensuring the wellbeing of everyone in our school community. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.