



# PENRYN COLLEGE

ACHIEVING through CHALLENGE



## Candidate Pack - Finance Manager



## Message from The Headteacher

Thank you for the interest that you have shown in joining us at Penryn College. As Headteacher, I am proud to lead a school community that is committed to excellence, inclusivity, and innovation. Our motto, “*Achieving through Challenge,*” reflects our belief that with the right support and encouragement, all young people can reach their full potential.

We are passionate about providing a broad and balanced curriculum that inspires curiosity, creativity, and confidence. Together we work tirelessly to create an environment where students feel valued and empowered to take ownership of their learning. Lessons are engaging and underpinned by excellent resources including technology.

We have high expectations of our staff, but in return we provide a supportive and friendly working environment where your feedback is valued and your efforts recognised and rewarded, with ample CPD opportunities and the chance to really make a difference.

Penryn College is more than just a place of learning—it is a vibrant, caring community where every moment matters.

One of the most important things I have learnt in my career is to listen to students. Finding out what our students think and experience in any capacity, whether it’s with our student leadership groups, standing in the canteen queue, or sitting next to them in their lessons. These important interactions tell us what we’re doing right and set our priorities. After all, it’s the reason we came into this profession!

I hope this information pack will give you a good overview of the position and working at our School. There is a strong community spirit here, and all our staff, whatever their role, play an important part in our success. If you have any questions please do contact us, we are more than happy to help.

Warm regards,

Claire Croxall

# About Our School - Vision, Mission & Ethos

Penryn College is a lively, thriving school, and we pride ourselves on our local and national reputation for educational excellence. We work in partnership with national research-led teaching and learning initiatives such as the Arts Council Creativity Collaborative and we are an award-winning Cyber Award School and UNICEF Rights Respecting School. We cater for children and young people aged 11-16 who live in Penryn and the surrounding villages of Constantine, Flushing, Mabe, Mawnan Smith, Mylor, Perranwell and Ponsanooth. Students also join us from Falmouth and other outlying villages and towns.

Originally, Penryn College opened in Falmouth in 1957, and was moved to its present site in 1961. Since that time, there has been a programme of continuous improvement and updating of buildings/classrooms. Our biggest development was the opening of our £24 million College building in 2008. Our PAN for each year group is 210, but the occupational capacity is slightly different for each one. Currently, we are oversubscribed in all year groups.

We want the children of Penryn College to be the best they can be and do the very best they can, whoever they are, wherever they are from, whatever their starting point and wherever they are headed. We want them to be able to meet the challenges of the future. We want them to be flexible, to solve problems, to be resilient and to think for themselves. Most of all, we want them to achieve their dreams.

“Achievement through Challenge” is a tangible part of the life and work of the College. Children have inspiring learning opportunities because teachers open new worlds. The range of rich opportunities in a wide and exciting curriculum, using Cornwall’s natural environment to the full, gives students a thirst to know more, understand more and do more. Building upon their achievements at primary school, students develop purposeful learning habits, including being competent in reading, writing and numbers. They are able to talk openly and confidently about themselves, their progress, their aspirations and their opinions. They learn to understand, value and uphold people’s right to be treated equally. They leave us with a broad range of qualifications which give them knowledge and skills they need for their future, whatever that future might be, and as self-assured, well rounded young citizens, understanding the responsibilities, challenges and opportunities of life in modern Britain and the wider world. They value people for who they are and know that each one of us has a responsibility to give something back. They know where they are headed and how to achieve their dreams.

Penryn College's ethos centers on nurturing happy, resilient, and aspirational students through challenge, aiming for them to reach their full potential in a supportive, inclusive environment that values individuality, mutual respect, and community, underpinned by their motto "Achieving through Challenge" and a commitment to developing well-rounded individuals with strong academic and personal skills.

At Penryn College, we believe that everyone's voice matters. We listen carefully to students, families, staff, and our wider community to help shape the future of our school. This shared approach ensures we create a supportive, inclusive environment where every learner can thrive.



## 01 What parents say ...

"Both of my children are very happy at the school and we're very grateful to have a fantastic school on our doorstep. They are given many extra-curricular opportunities which enable them to grow in confidence and feel part of the school community."

## 02 What students say ...

"There's a great team spirit here. We all get on well with each other and the teachers. We feel safe, and the facilities are amazing!"

"The changes that have been made by all of us have been listened to and have happened thanks to the school staff."



## 03 What staff say ...

"The school does a fantastic job... it enables our young people to thrive and be valued"

"This is a great school to work in... there is a strong sense of community."

## 04 What OFSTED say ...

"Penryn College is a happy and welcoming school."

"Pupils follow an exciting curriculum with a broad range of different opportunities. Leaders are ambitious for pupils and there is an ethos of 'having a go', without fear of failure."



## Working with Us

### The Recruitment Process

- 1. Application:** To apply for a staff vacancy, please visit our website [here](#) and [complete an Application Form](#) and Personal Statement of Suitability (no longer than two sides A4). Demonstrate clearly how you meet the criteria outlined in the Person Specification, providing specific, relevant examples to support your evidence. **Please email completed applications by the closing date to** Becky Withers, HR Manager [bwithers@penryn-college.cornwall.sch.uk](mailto:bwithers@penryn-college.cornwall.sch.uk)
- 2. Shortlisted applicants** will be invited by email to attend an interview. References will be taken up after shortlisting unless you have indicated otherwise.
- 3. Interview Process:** The selection process will include a formal panel interview and a practical assessment designed to evaluate the knowledge, skills, and abilities outlined in the Person Specification. Full details will be provided to shortlisted candidates prior to interview.
- 4. Feedback:** Unsuccessful applicants will be provided with professional feedback
- 5. Taking up post:** The start date is subject to completion of all Safer Recruitment checks
- 6. Additional Information:** For further information, please contact Becky Withers, HR Manager. If you require any reasonable adjustments in order to attend or participate fully in the interview process, please let us know at your earliest convenience so that appropriate arrangements can be made
- 7. Safeguarding:** Penryn College is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

**We reserve the right to interview early should an exceptional candidate apply**

**Closing date: Sunday 15<sup>th</sup> March 2026. Interview date: Wednesday 18<sup>th</sup> March 2026**

**Please note that we are unable to process applications without a fully completed application form.**

Please return your completed application form and covering letter to Becky Withers, HR Manager at [bwithers@penryn-college.cornwall.sch.uk](mailto:bwithers@penryn-college.cornwall.sch.uk) or post to: Penryn College, Kernick Road, Penryn, TR10 8PZ.

Thank you again for your interest in joining our team. We look forward to receiving your application.

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*“The School has a great culture - one that supports staff and the development of teams. I love being part of the team!” Staff Survey 2025*

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## JOB DESCRIPTION

Job Title:	Finance Manager
Grade:	J - £37,437 - £46,446 per annum
Hours:	37 hours per week (part time will be considered)
Reporting to:	Headteacher

### Main Purpose of Job

The Finance Manager at Penryn College plays a central role in ensuring the effective, compliant, and strategic management of the school's financial operations. The postholder leads the Finance Office, overseeing all financial processes, monitoring budgets, and providing accurate, timely financial information to support decision-making across the school. Working closely with the Headteacher, Governors, and Senior Leadership Team, the Finance Manager ensures that resources are planned, managed, and reported in line with statutory guidance and best practice, enabling the school to operate efficiently and deliver high-quality education for its students.

### Key Accountabilities

- Manage and develop the schools computerised finance accounting, the placement of orders and managing the Financial Management Systems. Ensuring changes in regulatory requirements are tracked and updated and that all income and expenditure is correctly coded.
- Maintain distinct reserves in the financial systems and allocate income and expenditure in accordance with policies.
- Ensure all funding both restricted and unrestricted is received and accounted for correctly
- Ensure the timely processing and payment of invoices in line with policy and procedure.
- Provide advice, guidance, training and recommendations as necessary to the Headteacher, Governors and SLT on all aspects of budget management and control.
- Support in the financial administration of the Creativity and Collaborative project.
- Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- Maintain and oversee all bank accounts including the Schools credit cards, completing monthly reconciliations and reporting banking errors to their Line Manager.
- Prepare the Schools annual budget and review and update as necessary in consultation with their line manager and the Headteacher.
- Complete a monthly payroll reconciliation.
- Be responsible for the Cashless System and Payment website.
- Ensure accurate VAT accounting and payment, and that the VAT reclaims are submitted and managed as required.
- Coordinate the annual audits, deal with all audit requests and queries, liaising with all parties involved, agree the timing for audit visitors with the Business Manager and prepare all documentation in advance of commencement.
- Month end processes, closing of accounts and reporting.
- Coordinate the Year End closing process, to include: Accruals and prepayments, receipts in advanced and deferred income, depreciation/amortisation, latest pension value reflected in the accounts, analytical review of income and expenditure, fund/GAG analysis and preparation of Year End schedules for external auditors.
- Prepare the returns required by the DfE in line with published timetabled. This is mainly the AAR and Annual Budget Forecast Return but is not limited to these.
- Provide support to budget holders to ensure appropriate management of cost centres and advise Line Manager ahead on any areas of concern.

### Key Duties and Responsibilities

#### Co Reporting

- Produce a monthly trial balance and supporting schedules, including reconciliations.
- Preparation of a monthly set of management accounts for presentation to SLT and Governors together with explanations of variances and suggested actions for managing agreed budgets.
- Undertake specific reporting and analysis of financial performance as requested by SLT and Governors.

## Income Generation

- Pursue income and sponsorship generation opportunities including the preparation and submission of applications and bids with the lettings and study support team.
- Maximise investment returns and income generation, organising bids, sales, sponsorship and fundraising as appropriate.

## Administration

- Ensure administrative duties, checks, documentation, reports and returns (Internal and external) are completed accurately and submitted within required deadlines.
- Undertake responsibility for all necessary administration relating to all areas within their remit.
- Ensure manual and computerised records and filing systems relating to all areas within their remit are maintained as required.
- Monitor finance email account on a daily basis ensuring emails are allocated appropriately to finance members of staff and ensuring appropriate timely action is taken.
- Manage and oversee the duties of the Finance team and undertake appraisal reviews in accordance with school procedure's

## Other

- Manage the Schools Asset Register ensuring that this is maintained, regularly updated and capitalised in line with the Financial Policy.
- Assist in the negotiation of service agreements working with the facilities staff and other finance team members as appropriate.
- Prepare any other ad-hoc financial reports and information as required for the Headteacher, Governors and School Business Manager.
- Undertake any other duties as directed by the Headteacher and Business Manager appropriate to the grading of the post.

**Date Prepared:** February 2026

**Prepared by:** HR Manager

## **PERSON SPECIFICATION**

<b>Qualifications, Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Appropriate financial qualification, AAT Level 4 or part qualified and considerable accounting experience	✓		Application
Evidence of Finance, Business and Administrative Management experience within a school or similar	✓		Application
Experience in supporting the day to day operation of an establishment/company with financial constraints	✓		Application & Interview
Evidence of effective leadership, line management of staff including a team, with the ability to develop and motivate a team of staff, delegating duties as required and working constructively as a team	✓		Application & Interview
Ability to build and form good relationships with colleagues and other professionals	✓		Application & Interview
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals	✓		Application & Interview

Ability and knowledge to produce budgetary estimates, reports, cashflow and financial and statistical summaries, ideally combined with operational experience	✓		Application & Interview
Knowledge of principals and methods of financial control and reporting, and their adaption to various purposes, including the preparation of financial accounts	✓		Application & Interview
Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money	✓		Application & Interview
Knowledge of accounting system with excellent IT skills particularly in the use of Excel, Word and PowerPoint.	✓		Application & Interview
Experience of using IRIS, SIMS or similar Management Information Systems	✓		Application & Interview
The ability to be flexible, able to prioritise and work on own initiative	✓		Application & Interview
Excellent organisations, time management and interpersonal skills	✓		Application & Interview
Adaptability and a professional approach to the responsibilities of the post with a commitment to own professional and personal development	✓		Application & Interview



**Penryn College**

# Achieving through Challenge

Thank you for your interest in Penryn College. We look forward to welcoming you to our school.

**Address** Penryn College, Kernick Road, Penryn, TR108PZ

**Phone** 01326 372379

**Email** [bwithers@penryn-college.cornwall.sch.uk](mailto:bwithers@penryn-college.cornwall.sch.uk)

**Website** [www.penryn-college.cornwall.sch.uk](http://www.penryn-college.cornwall.sch.uk)