THE WALLACE HIGH SCHOOL

Head of Finance and Corporate Services

Recruitment Pack

Application deadline: Monday, 9 November 2026 at 12 midday

Head of Finance and Corporate Services

A message from the Principal

Thank you for your interest in joining The Wallace High School.

Wallace is a school with a proud history, a strong reputation and a clear ambition for the future. We are committed to inspiring every pupil to achieve their personal best, while fostering the values, character and confidence that will enable them to thrive beyond school.

As Principal, I am privileged to lead a talented and dedicated staff team who are passionate about delivering excellence in every aspect of school life. Our success is built on people who are committed to making a difference, embrace high standards and work collaboratively in pursuit of a shared vision.

This is an exciting time to join Wallace. We have recently launched a new School Development Plan that sets out an ambitious vision for the next three years and beyond. Alongside our continued focus on educational excellence, we are committed to ensuring that the school remains financially sustainable, operationally effective and well positioned to seize new opportunities in an increasingly challenging educational landscape.

The role of Head of Finance and Corporate Services will be central to that journey. This is far more than a financial management position. What makes this role different is the opportunity to combine professional challenge with meaningful purpose. Every decision made, every project delivered and every resource secured ultimately contributes to the education, opportunities and life chances of the young people entrusted to our care. For the right candidate, this is an opportunity not simply to lead within a successful organisation, but to help shape the future of a school community and the lives of the young people it serves.

If that vision resonates with you, I would be delighted to receive your application.

I look forward to learning more about what you could bring to our school community.

Jennifer Reid
Principal

Head of Finance and Corporate Services

Job Description and Person Specification

Post title	Head of Finance and Corporate Services
Reports to	The Principal
Responsible for	Finance Team; financial systems and controls
Key internal relationships	Principal; Senior Leadership Team; Head of Premises; Head of Administration; Sports Facility/Lettings colleague; relevant Governors
Governance interface	Finance Committee, Premises Committee, Development Committee and Board of Governors as required
Role status	Full-time permanent post, subject to the terms and conditions in the Support Staff Handbook

Job Purpose

The Head of Finance and Corporate Services is a senior non-teaching leader responsible for the strategic leadership and operational effectiveness of the school's financial affairs. The post-holder will ensure that the school's resources are planned, controlled and used effectively to support the School Development Plan, long-term financial sustainability and the wider educational purposes of The Wallace High School.

The post-holder will lead the Finance Team, act as the school's lead officer for insurance and data protection, oversee income generation opportunities and provide high-quality financial advice to the Principal and Board of Governors. They will also work closely with the Head of Premises on the financial planning, procurement and governance of capital, refurbishment and estate-related projects.

Role Context and Leadership Model

The school has three distinct support staff leadership areas. This post is designed to strengthen the financial, corporate and income-generation capacity of the school without duplicating the operational responsibilities of the Head of Premises or Head of Administration.

Support leadership area	Primary responsibility
Head of Premises	Leads the Premises and Cleaning teams, day-to-day site operations, maintenance and health and safety arrangements.
Head of Administration	Leads the administrative function and line manages the School Nurses, Reprographics and Reception staff.
Head of Finance and Corporate Services	Leads financial reporting, banking, cashflow, audit, funding, payroll oversight, school fees, insurance, data protection, lettings, financial governance of projects and strategic income generation.

Key Responsibilities

1. Strategic Financial Leadership and Governance

- Advise the Principal and Board of Governors on financial strategy, financial risk, resource allocation and long-term sustainability.
- Prepare and maintain a rolling three-year financial plan aligned to the School Development Plan and corporate priorities.
- Provide clear, timely and accurate financial reporting to the Finance Committee and Board of Governors, including commentary on performance against budget, forecast position, risks and proposed mitigations.
- Ensure robust financial governance, internal controls and compliance with relevant accounting, charity, company and education-sector requirements.
- Advise on the financial implications of strategic decisions, including staffing structures, curriculum planning, fee levels, major expenditure, capital investment and income-generation proposals.

2. Financial Management, Control and Reporting

- Lead the preparation of annual estimates of income and expenditure and draft budgets in consultation with the Principal and relevant senior leaders.
- Monitor income and expenditure, identify significant variances and recommend corrective action where required.
- Prepare accurate and timely monthly management accounts and year-end accounts.
- Manage internal and external audit processes, ensuring that required documentation, evidence and returns are completed to agreed standards and deadlines.
- Oversee school bank accounts, cash handling, VAT returns and claims, Gift Aid, payroll processes, pensions administration, public and private funds and other financial systems.
- Ensure the prompt collection of school fees and effective management of fee debtors to maximise school income while maintaining appropriate sensitivity and procedural fairness.
- Advise on procurement, tendering, value for money and effective use of resources across the school.

3. Income Generation, Fees, Grants, Sponsorship and Lettings

- Lead the development of a strategic income-generation framework covering school fees, facilities lettings, grants, sponsorship, donations, Gift Aid and other appropriate revenue streams.
- Line manage the person responsible for school facilities lettings, ensuring that lettings are financially viable, appropriately priced, properly contracted and aligned with safeguarding, insurance and site-management requirements.
- Monitor utilisation, pricing, profitability and risk in relation to lettings and recommend improvements to strengthen income and operational effectiveness.
- Identify and coordinate funding opportunities, including grants, capital funding, charitable giving and sponsorship, working with the Principal, Governors, alumni, Heads of Department, sports staff and community partners as appropriate.

- Maintain an overview of donor and sponsor income, ensuring that funds are recorded, acknowledged, restricted where required and reported transparently.
- Support the development of business cases for income-generation initiatives and evaluate their financial return, risk and alignment with school values.

4. Capital Projects, Procurement and Estates Financial Planning

- Work closely with the Head of Premises to support the financial planning and governance of maintenance, refurbishment, infrastructure and capital projects.
- Prepare or oversee financial appraisals, costings, funding plans and affordability assessments for proposed projects.
- Support procurement, tendering, contract monitoring and value-for-money review for significant expenditure and project work.
- Monitor project expenditure against approved budgets and provide financial updates to the Principal and Governors.
- Oversee the asset register and support planning for the security, maintenance, replacement and renewal of equipment and facilities.

5. Corporate Services, Insurance and Data Protection

- Act as the school's lead officer for insurance, ensuring that appropriate cover is in place and that claims and renewals are managed effectively.
- Act as the school's Data Protection Officer or designated Data Protection lead, ensuring that the school works in line with UK GDPR, the Data Protection Act 2018 and relevant school policies.
- Advise the Principal and Governors on financial, corporate and compliance matters within the scope of the post.
- Ensure that financially related returns, plans and correspondence with the Education Authority, Department of Education and other relevant bodies are completed promptly and accurately.
- Advise the Board of Governors on matters relating to charitable status, investments and restricted or designated funds, in consultation with appointed professional advisers as required.

6. Leadership and Management

- Line manage the Finance Team, including allocation of duties, performance review, professional development, leave, workload, standards and team effectiveness.
- Line manage the person responsible for school facilities lettings and ensure that income-generating use of the school's facilities is efficient, compliant and profitable.
- Promote a culture of accuracy, accountability, confidentiality, service and professional integrity within the Finance Team.
- Work constructively with the Head of Premises and Head of Administration to ensure that support services are coordinated and responsive to the needs of the school.
- Participate in relevant senior leadership and Governor meetings as required by the Principal.

Person Specification

The successful candidate will possess experience in leading and managing teams whilst consistently upholding the highest standards of professionalism. They will possess a strong sense of integrity and confidentiality and have strong ICT and financial management skills. They will demonstrate excellent interpersonal skills and be able to engage with multiple stakeholders.

The criteria that will be applied at shortlisting are as follows.

Area	Essential	Desirable
Qualifications	A recognised professional accountancy qualification, for example ACA, ACCA, CIMA, CIPFA or equivalent.	
Experience	3 years' experience in a senior financial management role, including budget preparation, financial reporting, audit, payroll oversight and production or oversight of management accounts.	Experience in an educational, charitable, public-sector, voluntary grammar or complex not-for-profit setting.
Leadership	Experience of leading and managing staff, improving systems and providing clear advice to senior leaders or a governing body/board.	
Strategic development	Evidence of using financial information to support strategic planning, risk management, value for money and organisational decision-making.	Experience of income generation, grants, sponsorship, fundraising coordination, commercial lettings or capital project financial planning.
Skills and qualities	High levels of accuracy, integrity, confidentiality, judgement, resilience and communication skills, with the ability to explain financial information clearly to non-specialists.	

Professional Standards and Development

- The post-holder will be expected to undertake appropriate professional development to remain current in financial management, governance, data protection, procurement and relevant education-sector requirements.
- Annual objectives will be agreed with the Principal and reviewed through the school's agreed appraisal or review process.
- The job description may be reviewed in light of changing circumstances and is not intended to be rigid or exhaustive. Duties of a similar nature and appropriate to the grade may be assigned from time to time.

Safeguarding and Pre-Employment Checks

The successful candidate will be subject to satisfactory references, AccessNI enhanced disclosure, identity checks, right to work checks, qualifications verification and any other vetting or safeguarding checks required by the school and relevant legislation or guidance.

Terms and Conditions

Salary:	The current salary range is NJC SCP 53-56, (currently £65,226 - £68,475 based on 1 April 2025), but the school will consider a range of £65,000 - £75,000, commensurate with candidate experience.
Pension:	The postholder will be enrolled in the NILGOSC pension scheme.
Hours of work:	This is a full-time permanent post starting as soon as possible, subject to the notice period of successful applicant. The hours of work are 37 hours per week, Monday to Friday. The postholder will be required to fully participate in the duties of the school including attending key meetings and events in the school calendar, a number of which are outside the normal working hours.
Annual Leave:	The postholder will be entitled to 36 days annual leave inclusive of statutory holidays, rising to 38 days after 5 years continuous service and 40 days after 10 years. Annual leave cannot be taken during term time.

Reply Instructions

To request an application form, please email recruit@wallacehigh.net. Completed forms must be returned to this address on or before the closing date of Monday 14th September at 12noon.