



Finance Manager

Grade 5, Points 12 to 17 pro rata. FTE £28,598 - £31,022. (Depending on experience)

Hours of Work: 28 hours per week, 39 weeks per year. (Term time, plus one week)

The Queens' Federation is seeking to appoint a detail-oriented and proactive Finance Manager to support the Federation's financial operations. The post holder will ensure that all financial transactions are processed promptly and accurately, and that financial records are maintained to the highest standards. This includes completing all aspects of the role within agreed timeframes and in line with Federation policies and procedures.

The Ideal Candidate

- Will demonstrate experience working in an administrative or accounting environment.
- Possess a solid understanding of accounts payable and receivable processes.
- Will show strong organisational skills, with the ability to manage their own workload, meet deadlines effectively, and maintain a high level of accuracy and attention to detail.
- Will demonstrate good interpersonal and communication skills

Queen Edith and Queen Emma Schools operate within a Federation supported by a shared Senior Leadership Team and Governing Body. The Queens' Federation was established to enable both schools to thrive—together and individually. Staff continually share ideas, expertise, and best practice, providing children with the advantages of two distinct schools, each with its own ethos and character, working collaboratively in partnership.

We are a happy, supportive school where staff feel valued and part of a caring, collaborative team. Leadership prioritises wellbeing and professional growth, creating a positive environment where everyone can thrive and enjoy coming to work.

This role is based at the Queen Emma School with the requirement to work when required at the Queen Edith School.

The Queens' Federation is committed to safeguarding and promoting the welfare of children. The offer of employment is subject to satisfactory pre-employment clearances including the right to work in the UK, ISA registration, Disclosure and Barring Service, medical checks and two satisfactory references.

For a job description and application pack please download from our school website www.queenedithschool.org.uk. For any further information regarding the position or to arrange an informal discussion please contact the Federation Business Manager Paula Sugars via email psugars@queensfederation.cambs.sch.uk. Visits to the school are welcomed and encouraged.

The closing date is: 12 Noon on Monday 13th April 2026

Interview date: Monday 20th April (Morning)