



**EER246**  
**South East London**  
**£40,000**  
**Immediately Available**

ACCA studying, experienced school business professional with expertise in financial management, HR, payroll and compliance across educational settings. Skilled in leading teams, optimizing operational processes and managing facilities and outsourced services. Trusted strategic advisor to senior leadership, supporting school improvement, long-term planning and effective governance.

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## EER246

### Professional Profile

Proactive and results-driven Deputy School Business Manager with over five years' experience in school administration, specialising in finance, HR, compliance, operations, and facilities management. Skilled in budgeting, forecasting, audit support, and process improvement, with a proven ability to enhance operational efficiency while ensuring statutory compliance. Adept at building strong relationships with staff, leadership teams, and external stakeholders to support strategic and financial success. Currently pursuing ACCA qualifications to further strengthen finance expertise.

### Key Skills

- Full-cycle financial management: budgeting, forecasting, reporting, and reconciliations
- Credit control, compliance, and audit support
- HR administration, payroll management, and staff development
- Advanced Excel skills: pivot tables, VLOOKUPs, and detailed reporting
- Operational and facilities management, including contract negotiation
- Risk management: GDPR, Health & Safety, Safeguarding compliance
- Strategic planning, process improvement, and workflow optimization
- MIS & IT systems oversight

### Professional Experience

#### Academy School

Deputy School Business Manager | Mar 2022 – Oct 2025

Acting School Business Manager | May 2024 – Aug 2025

- Managed the full financial cycle, including budget preparation, forecasting, and reporting to governors and central Trust.
- Oversaw HR, payroll, and compliance functions, ensuring adherence to statutory and Trust requirements.
- Supervised and developed finance assistant, improving accuracy and efficiency across the team.
- Led site and facilities management, including H&S compliance, refurbishment projects, and contract negotiations.
- Developed and implemented operational policies to optimize efficiency and support educational outcomes.
- Provided strategic advice to senior leadership, contributing to school improvement plans and long-term financial planning.
- Managed outsourced catering contract, increasing uptake while ensuring best value for money.

#### Finance Assistant | Independent School | Nov 2020 – Mar 2022

- Processed supplier invoices, journal entries, and reconciliations, maintaining accurate financial records.
- Supported internal and external audits, streamlining payroll and finance processes for efficiency.
- Assisted with ad-hoc financial and administrative tasks to support smooth school operations.



**REC**

Corporate  
Member

#### Accounts Assistant | Professional Services | May 2018 – Nov 2020

- Managed weekly payroll for up to 600 freelancers, ensuring accurate and timely payments.
- Processed and reconciled invoices, handled client billing, and resolved queries efficiently.
- Supported US-based finance teams with reconciliations, credit control, and audit preparation.
- Implemented compliance checks and processes
- Making improvements to processes to help enhance team performance.

#### Shift Manager | Retail Group | Nov 2010 – Apr 2018

- Supervised daily operations, staff, and cash handling, ensuring compliance with licensing and safety standards.
- Managed supplier relationships, stock control, and promotions to support business growth.

#### Admin Assistant | Services Business | Jun 2007 – Nov 2010

- Served as first point of contact for clients and suppliers.
- Managed accounts payable receivable, administrative tasks, and stock control.

#### Qualifications

- ACCA – Corporate & Business Law (Currently Studying)
- ACCA – Financial Accounting, Management Accounting, Business & Technology
- IOSH – May 2024
- Legionella Awareness – May 2024
- NVQ Level 3 AAT Intermediate – Jul 2010
- NVQ Level 2 AAT Foundation – Jul 2009
- NCFE Level 2 Adult Numeracy & Literacy – 2009
- IAB Payroll Levels 1 & 2 – Nov 2007
- Computerised Accounts – Sep 2007
- 5 GCSEs (Grades A–C)

References available upon request