

INFORMATION FOR APPLICANTS

**RECRUITMENT FOR THE POST OF
ASSISTANT FINANCE
MANAGER**

Full-time permanent

**Pay Scale 3 (under job evaluation)
Salary range: £15,153 - £16,217**

**Commencement date
As soon as possible**

Closing date: 14th April, 2008

POST OF ASSISTANT FINANCE MANAGER

Bridgewater is a large and busy 11-18 comprehensive school, which operates on two sites, some quarter of a mile apart. There are approximately 1700 pupils on roll, 120 teaching staff and 70 support staff. The Finance Team is based on our Upper School site and comprises the Finance Manager, Assistant Finance Manager and one Finance Assistant. The overall school budget is approximately £8 million.

We are looking to appoint a person with financial experience, either within a school or with other financial background. Knowledge of SIMS FMS or other financial packages and Excel is desirable. The successful candidate will be expected to work within a team, show initiative, have a good sense of humour and excellent interpersonal skills.

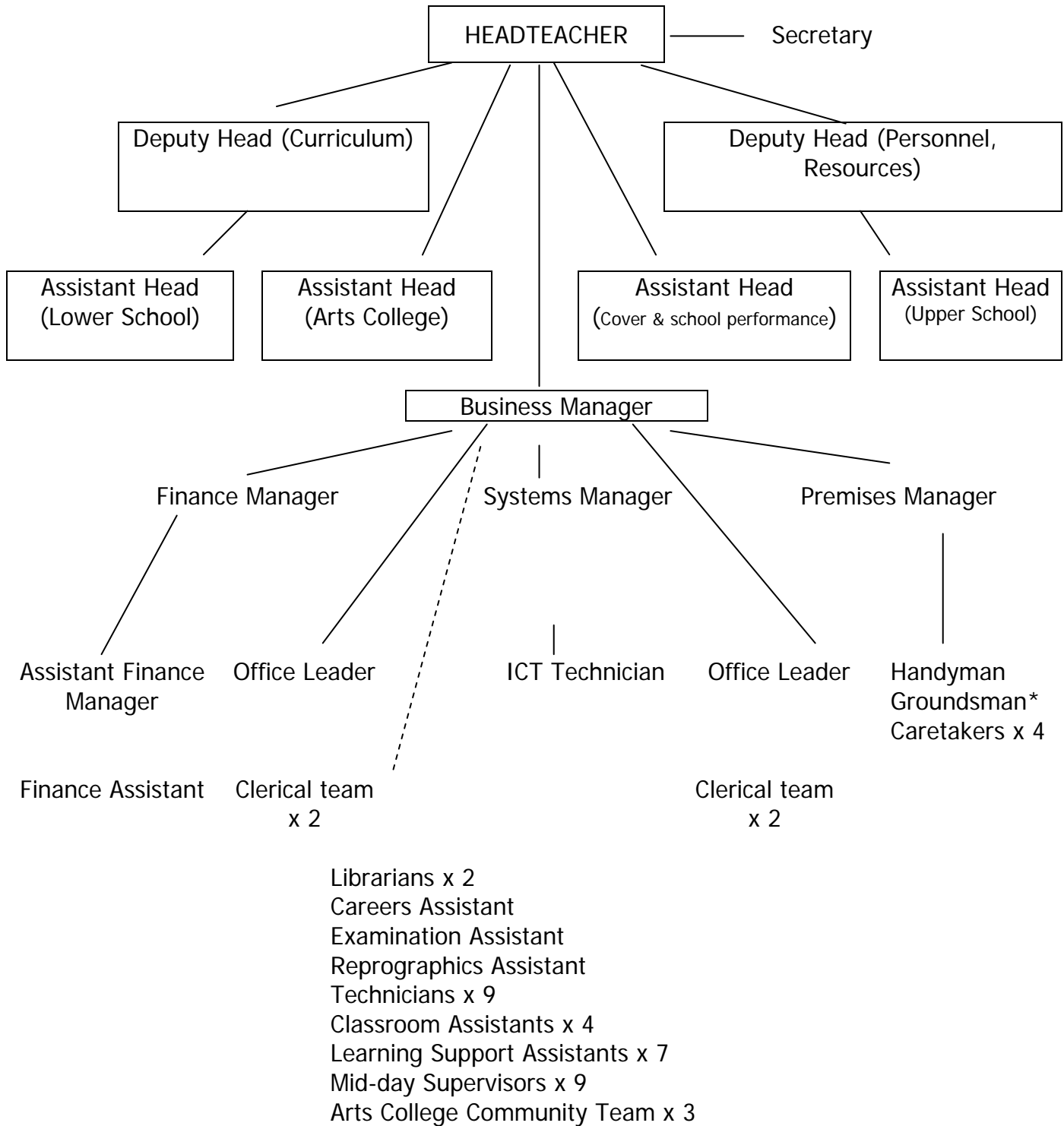
Hours of work are 37 hours a week full-time all year. Holiday entitlement is 25 days per year, running from April through to March.

Interviews for this post will be held during the week commencing 21st April, 2008.

Candidates who have not received an interview invitation by 18th April, 2008 can assume that their application has been unsuccessful. In this event, we wish to thank you, nevertheless, for your expression of interest and application for the post.

Please send your completed application form to Mrs. A. Laing, Business Manager at the Upper School address.

ORGANISATIONAL STRUCTURE (from September 2002)



NOTES

1. *Jointly managed with head of P.E. Faculty
2. = member of School's Senior Management Team (Leadership Group)
3. Catering and cleaning are contracted out

JOB DESCRIPTION

POST TITLE: ASSISTANT FINANCE MANAGER

POST GRADE: Pay Scale 3 (under job evaluation)

RESPONSIBLE TO: FINANCE MANAGER

PURPOSE & SCOPE OF THE POST To fully support the Finance Manager in the day to day management of the School's accounts and to deputise for her in her absence in regard to all aspects of financial management, with additional specific responsibility for the completion of payroll documentation and control of lettings income.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- **ASSISTANT FINANCE MANAGER**

To be proficient in all aspects of the School's financial management, providing day to day support for the Finance Manager and deputizing for her in her absence.

- **PAYROLL**

Completion of weekly and monthly payroll documentation and its return to Warrington Borough Council for all teaching and support staff.

- **LETTINGS INCOME**

Responsibility for collection, banking and disbursement of all lettings income in accordance with Financial Regulations.

ASSISTANT FINANCE MANAGER

PERSON SPECIFICATION

	Examples/Further Information
<p>Experience: At least two year's' financial/ accounts experience desirable. Good keyboard skills. Experience of working in a school an advantage.</p>	<p>Requires ability to lead by example, enthusiasm, commitment to hard work, and high standards of honesty, loyalty and discretion. Willingness to undergo training if necessary.</p>
<p>Knowledge: Financial procedures and related computer software programmes – MS office particularly Excel, SIMS FMS or other finance package</p>	<p>Knowledge of working within a school or similar environment desirable but not essential.</p>
<p>Attitude/Qualities: Cheerfulness, resilience, sense of humour. Excellent interpersonal skills. Ability to maintain confidentiality.</p>	<p>Ability to foster and maintain good working relationships with a variety of contacts, internal and external. Work with integrity in all relationships.</p>
<p>Communication (oral and written) High standard of skills with a proven record.</p>	<p>Good all-round communication skills based on courtesy, accuracy and reliability at all times.</p>
<p>Initiative: Show personal and professional initiative in relation to a range of tasks.</p>	<p>Ability to work on a number of tasks.</p>