



## Finance Manager

**Location:** Hackney

**Salary:** PO1 Spine point 30: £35,637

**Contract:** Full time and Permanent

**Start Date:** September 2019

There is a permanent vacancy for a Finance Manager at our school and we would love you to apply.

This is a key role within the school. The Finance Manager is responsible for maintaining financial systems and processes and ensuring that all transactions comply with school financial procedures. The postholder also provides financial and budgetary reports to the Business Manager and assists with the preparation of the annual budget. The post begins on 1st September and there will be a full months handover with the current postholder to ensure effective continuity.

You must be a qualified accountant certified by ACCA, CIMA, or CIPFA or be demonstrably qualified by experience. You should have experience of finance in a similar public sector environment including preparing budgets and final accounts and monitoring a budget and analysing financial reports. Please see the job description for other requirements.

Our Lady's has been at the heart of girls education in Hackney for over 100 years. The school was completely rebuilt in 2012 and offers a superb working environment, supportive colleagues, a values led ethos, and a wonderfully diverse and talented student body.

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be DBS checked at an enhanced level.

### We Offer:

- Free use of school gym
- Strong links with other local schools for partnership working and support
- A strong community spirit
- Staff who are very supportive towards each other with a great camaraderie existing throughout the school

### To apply:

Please request an application pack from Faye Harrison at [OurLadysHighSchool@hays.com](mailto:OurLadysHighSchool@hays.com) or you can contact Faye on 020 7259 8770 for further information.

Your application is a direct permanent application to Our Lady's Catholic High School, Hays is our recruitment partner and manages our permanent appointments.

**Closing Date: Thursday 16th May at 1pm**

You can also visit <https://www.ourladys.hackney.sch.uk/> for more information.

*Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be DBS checked at an enhanced level. We reserve the right to interview before the closing date*

