Finance Manager
Part time: 21 hours per week
Term-time only + 2 weeks
Permanent
Scale P01 30 -31 (£41,967 - £42,855 pro-rata)
Start date: June 2024

Rushmore Primary is looking for a part-time finance manager to join our small and friendly admin team. The role includes providing support to the school business manager in all financial and administrative functions including administering and preparing school accounts and assisting in the preparation of budgets.

We are a two-form entry school with a large nursery, serving a diverse and exciting community close to central London. We are absolutely committed to creating an excellent teaching and learning environment and working to the highest of professional standards in every domain to enable all our children to achieve their very best.

This is a great opportunity for a hard-working, flexible team player with excellent communication, presentation and people management skills, who is able to demonstrate:

- A passion for working in a primary school environment
- A first-class manager with experience in financial systems, spreadsheets and administration
- The ability to multi-task with dexterity under pressure and to tight deadlines
- A capacity for implementing clear systems, policies and processes with sensitivity and rigor
- An excellent understanding of digital technology, IT systems and applications

Rushmore Primary School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share and enact this commitment. The post is subject to an enhanced DBS check.

Contact Vanessa Browne on 020 8985 3175 or vbrowne@rushmore.hackney.sch.uk for further details and an application pack

Closing date for applications: 12PM Monday 13th May 2024
Short-listing: Tuesday 14th May 2024
Interview Date: Monday 20th May 2024
Start Date: June 2024

Rushmore Primary School
Elderfield Road, Lower Clapton, London, E5 0LE
T: 020 8985 3175
W: www.rushmore.hackney.sch.uk