

St. Joseph's RC High School and Sports College
Chorley New Road
Horwich
BOLTON
BL6 6HW



Headteacher: Mr T McCabe
Email: recruitment@st-josephs.bolton.sch.uk

Finance Manager

Grade 6 £23,836 to £26,999 pro rata

Full time or Term Time only plus 4 weeks

Required as soon as possible

This is an exceptional opportunity as we look for someone to join us at this incredibly exciting time in the school's history. The governors of this highly successful and oversubscribed 11-16 Voluntary Aided RC High School are seeking to appoint a Finance Manager

We are looking for a dynamic, creative individual with ambition and drive, who is passionate about improving the lives of young people.

In collaboration with the School Business Manager:

- organise and supervise administrative systems within the school in particular those relating to financial and staff data management.
- Contribute to the planning, development and monitoring of budgets, including co-ordination and delegation of relevant activities.
- Provide clerical, administrative and financial support to the school. To co-ordinate and provide financial management & staff data support.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Disclosure and Barring Service.

If you require further details, please contact:

Mrs Sheenagh Currass – Headteacher's PA. Application packs can be obtained by emailing: recruitment@st-josephs.bolton.sch.uk or downloaded from the school website and greater.jobs

Applications to be received by: 29th April 2019 Noon

Shortlisting: TBC

Interviews : TBC