

ST JOHN BOSCO ARTS COLLEGE
Storrington Avenue, Liverpool, L11 9DQ
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Email: enquiries@stjohnbosco.org.uk



FINANCE MANAGER (Term Time + 2 weeks)
Scale SO1 scp29-31 £26,470 - £28,221 pro rata (pending pay review)

St John Bosco Arts College has a reputation for excellence with state-of-the-art facilities and a vibrant, stimulating and welcoming environment and is a National Teaching School.

The Governors of this successful 11-18 Girls' Catholic Specialist Arts College wish to appoint a Finance Manager with experience of SIMS FMS to commence as soon as possible.

The ability to manage all aspects of the school's finance systems in accordance with financial regulations is a priority. You should have experience of preparing budgets, monitoring income and expenditure and the ability to report at a senior level. You should also have experience of payroll systems.

You will manage the day-to-day operation of the Finance Office and line manage the Finance Assistant ensuring all transactions are posted to the SIMS finance system in an accurate and timely manner. You will ensure the school's purchasing policy is robustly enforced throughout the school and that best value principles are applied at all times. Ideally, you should have experience of working in a school environment.

Our school is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. All posts are subject to all the required DFE pre-employment checks being completed including an Enhanced DBS Certificate [including a Children's Barred List Check]. Our recruitment pack contains key safeguarding policies including our code of conduct for staff and volunteers which everyone must adhere to.

Please contact the College or visit the website to request further details and an application form.

Closing date for applications:
12 noon Monday, 1st April 2019
Interviews: Wednesday, 24th April 2019