



# Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham



## Finance Manager (Part-time)

<b>Responsible to :</b>	<b>Headteacher</b>
<b>Accountable to:</b>	<b>Finance Director, Xavier CET</b>
<b>Salary :</b>	<b>Grade 9 - FTE £34,688 - £38,476 (actual £13,269 - £14,718)</b>
<b>Hours :</b>	<b>15 hours per week, 42 weeks per year (days and time to be agreed)</b>
<b>Start date :</b>	<b>September 2019 (or sooner by agreement)</b>
<b>Closing Date:</b>	<b>Tuesday 21<sup>st</sup> May 2019</b>
<b>Interviews:</b>	<b>Wednesday 5<sup>th</sup> June 2019</b>

**We are a friendly and successful 2-form entry primary school within the Xavier Catholic Education Trust. We are currently looking for a finance professional to join our friendly office team, who has the following background and personal qualities :**

**Suitability to work in Education Trust** - Satisfactory DBS clearance (essential)

### **Education and Training :**

- Recognised accountancy qualification, or working towards, or substantial relevant financial experience
- Take responsibility for own professional development and maintain links with appropriate bodies to enhance information sharing and knowledge
- Financial management experience, preferably in the public/not for profit sector or in an education setting
- Has experience of working flexibly in an environment of constant change

### **Professional Skills required :**

- Able to maintain confidentiality inside and outside the workplace (essential)
- Know when to take the initiative, and when to seek advice (essential)
- Strong interest in systems and processes which will add value and assist in managing change in a Finance environment
- Excellent interpersonal skills and a track record of establishing and promoting effective working relationships
- Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively
- Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively
- Customer focused attitude and proven ability to deliver service improvements and work to deadlines.

### **Personal Qualities**

- Committed to upholding the Catholic ethos and values of the Trust
- Good sense of humour and team spirit
- Hardworking and committed to striving for excellence
- Able to work effectively under pressure
- Good manager of time, well organised and focussed
- Flexible and responsive to change
- Able to communicate effectively with colleagues
- Resilient

**If you would like to apply for this job, please complete the Support Staff Application Form and email to [vacancy@cardinalnewmanschool.co.uk](mailto:vacancy@cardinalnewmanschool.co.uk) by the closing date - 21<sup>st</sup> May 2019**