Hulme Hall Grammar School

Vacancy for Finance Officer

Hulme Hall Grammar School, Stockport
(An independent school for boys and girls)

Start Date	As soon as possible
Contract Type	Permanent / Term Time plus 4 weeks during school holidays
Salary	£16,000 to £18,000 (actual salary) depending on experience
Closing Date	Monday 2nd March 2020 at 4.00pm

Hulme Hall Grammar School has recently moved to a new site which offers exciting opportunities for expansion and improvement. This small school is noted for its caring and nurturing ethos and focus on the individual child. Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake all appropriate safeguarding and employment checks and the appointment will be subject to satisfactory clearance by the Disclosure and Barring Service.

The Governors are seeking to appoint an enthusiastic and experienced Finance Officer who will support the Business Manager in managing the finances of the School. The person should be able to work efficiently, methodically and accurately and have good communication and interpersonal skills, as they will be liaising regularly with parents and other members of staff.

The successful candidate will be responsible for carrying out the day-to-day management of all aspects of the School's finances including fee billing, credit control, purchasing, banking and cash management. They will also work with the Business Manager on budgetary control, the preparation of management accounts and liaison with the School's auditors in producing the annual statutory accounts.

For a detailed job description and application form, please email the Headmaster's Secretary, Mrs Cooke, at d.cooke@hulmehallschool.org Alternatively, telephone 0161 485 3524 (option 3).

These documents can also be downloaded from the Vacancies section of the school website at: www.hulmehallschool.org

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Business Manager, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to Mrs Cooke at the address above.

The closing date for applications is Monday 2nd March 2020 at 4.00pm

Interviews are scheduled to take place in the week beginning Monday 9th March 2020.