



ST. MATTHEW'S
Roman Catholic High School

We Pray, We Care, We Achieve

School Finance Manager

Salary: from Grade 6/7 (£25,801 – £31,371)
Negotiable dependent on experience

Permanent full time post
Contract Hours: 35 per week

The Governors of St. Matthew's R.C. High School are seeking to appoint an experienced finance professional to work within our finance team. You will be responsible for the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial management service, including the monitoring of actuals against budget and reconciliations of income and expenditure.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

Details and application forms can be downloaded from the school website: **www.smrchs.com**, or by emailing Mrs Anna Espley at: **a.espley@smrchs.com**

Please note we do not accept CVs.

Closing Date: Monday 23 September 2019
Interviews: To be held week commencing 30 September 2019