



## VACANCY

### Finance and Admin Manager

**Job Title:** Finance and Admin Manager

**Salary:** PO3 £45,315-£47,400

**Working weeks:** Term time plus 3 weeks

**Start Date:** As soon as possible

**Application Close Date:** 26<sup>th</sup> May 2023 12pm

**Interviews:** w/c 5<sup>th</sup> June (Date to be confirmed)

Morningside primary school and Children's Centre is looking to recruit a self-motivated, approachable and organised individual to manage our administration team as Finance & Admin Manager. The main duty of this role is the management and monitoring of the schools budgetary and financial systems. The successful candidate will also be responsible for personnel management and the maintenance and development of the schools buildings and premises.

The successful candidate will:

- Has considerable finance and administration experience, preferably in a school or education context
- Has knowledge of school systems, including Arbor and FMS
- Has excellent IT skills including Microsoft office
- Works efficiently to tight deadlines and have excellent numeracy and literacy skills
- Be an effective communicator who is able to lead, multi task and work as part of a team
- Be prepared to play a full and active part in the life of the school

Please find further information on Morningside, the role and details on how to apply via our website.

*The health, safety and wellbeing of every child is our top priority. We recognise our responsibility to safeguard the welfare of our children and we expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.*

*Primary Advantage strives to be a diverse and inclusive community. A place where we can ALL be ourselves without prejudice or bias. We welcome applicants from all cultures and backgrounds as we are a Federation made up from all cultures and backgrounds and continues to positively advocate for this.*

Visits are warmly welcomed and encouraged. Please contact the Finance and Admin Manager, Edna Lebbie at [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk)

