

**School Bursar/Finance Manager**

*Muntham House is a highly successful and nationally renowned non-maintained boarding and day special school for young people with social emotional and mental health needs*

An exciting opportunity for an experienced finance professional to work with our Leadership team

We are seeking a highly organised and motivated individual. With excellent interpersonal skills to take on the position of School Bursar/Finance Manager at this successful special school. The position is offered part time three/four days per week.

The successful candidate should have proven ability to work under pressure and have relevant qualifications as a School Bursar/Finance Manager or in accountancy.

**Main areas of responsibility include:**

Maintain a strategic financial plan that meets the requirements of the school development plan.

Financial management, including budget preparation/monitoring and governor reporting.

Attend and report at Governors’ meetings and sub committees.

Administration of financial and legal aspects of Personnel

**What we offer:**

A competitive salary package based on the National Joint Council pay scale, Principal Officer grade (subject to experience and qualifications).

To become part of a supportive, positive and highly successful team.

Beautiful working environment in a rural setting.

Ongoing training and development.

Medical benefits.

Pension Scheme Membership.

We are looking for a candidate who is self-motivated, an effective communicator and capable of working without guidance and who will become an integral part of the School community.

Further details and an application form are available from the school office:

Telephone no. 01403 730302 Closing date: 29th November 2019 Interview dates: 13th December 2019

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances. Muntham House School is an equal opportunities employer.

Person Specification

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| Factors | Essential | Desirable | Assessment |
| Qualifications | DSBM or equivalent training and/or qualifications in accountancy |  | Certificates Selection Process |
| Training | Evidence of Continuing Professional Development |  | Application Form Selection Process |
| Experience | Managing strategic financial plans.Managing budgets, financial reporting, procurement and fixed assets.Managing Management Information SystemsManaging teamsManaging H & S | Managing within an Education environment OR manageing at a Senior Management Team level | Application FormSelection Process |
| Knowledge and Skills | Able to deliver services and systems applicable for effective school management.Able to deliver value for money initiatives.Able to understand national & regional educational services and deliver appropriate strategies.Able to lead teams and individuals.Able to strategically influence decision making within the school.Able to use a range of ICT packages. | Understanding of educational enterprise issues.Understanding of promoting positive relationships with the wider school community | Application FormSelection Process |
| Personal Qualities | Highly developed interpersonal skills including the ability to negotiate effectively.Willingness to challenge the work of self and others in a constructive manner.Commitment to continuous improvement. Ability to work under pressure and meet deadlines. |  | Application FormSelection Process |
| NMSS | Understanding of the nature, purpose and context of non-maintained special school status legally and financially | Working in the NMSS sector | At interview |