

All Saints Catholic High School

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Sheffield
S2 2RJ

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Assistant Business Manager

Scale 6, Points 18 to 22 (£24,313 - £26,317 pro rata)

30 hours per week for 52 weeks per year

(4-5 weeks annual leave to be taken during school closure periods plus bank holidays)

The Governors wish to appoint a suitably qualified, experienced person to work within the existing finance team, providing support for School Business Manager. The ideal candidate will have a can-do attitude and a willingness to work as part of the existing team. A Level 3 qualification in Accountancy or Payroll is essential. Experience of working on SIMS FMS and Opera Payroll would be an advantage but full training can be given to those with experience of other finance systems.

The post holder will assume responsibility for the school payroll, invoicing of recharges, monitoring of cash receipts and maintaining the bank reconciliations. As well as this a willingness to shadow other finance team members in order to cover in case of absence is essential.

In addition the post holder will be responsible for the line management of buildings team and overseeing the smooth running of that department including monitoring compliance.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

CLOSING DATE: Tuesday 4 February 2020

INTERVIEW DATE: w/c 10 February 2020

APPLICATION FORM AND DETAILS: Please apply using a CES application form which is available on the school website. Applications on any other form will not be considered. Completed application forms should be returned to Mrs J Thorpe, PA to the Headteacher, at the school (j.thorpe@allsaintslearning.co.uk).