



Robert
May's
School

FINANCE MANAGER

Full time and permanent (Mon to Fri 8am to 4pm, 52 weeks)

Salary: F Grade - £33,653 - £37,876pa

To start 1st August 2021

An exciting opportunity has arisen for a Finance Manager to lead the day to day financial operations within the school and ensure compliance with all statutory financial requirements.

Reporting to the Chief Finance Officer, you will take full responsibility for the financial systems and ensure compliance with the Academy, EFSA, Company and Charity financial regulations. Duties will include payroll, monthly management accounts, budgeting and cost analysis, monthly and year end financial accounts, VAT returns, liaising with the auditors and HMRC.

The ideal candidate will be proactive, show initiative with excellent organisational skills and be able to communicate well at all levels and with key stakeholders.

In return, we can offer you:

- 25 days annual leave, rising to 28 days after 5 years
- Competitive salary and generous Local Government pension scheme
- A tailored induction programme
- A strong team ethos and a positive working environment that prioritises excellent student outcomes, staff development and wellbeing
- Possibility of funding for additional qualifications
- Cycle to work and staff technology schemes

Robert May's School, which dates from 1694, is a high attaining and oversubscribed 11-16 Single Academy Trust with a distinctive ethos based on the charitable principles of our founder. We are situated in a semi-rural setting in Hampshire, with good rail and road access.

We would welcome the opportunity for an informal discussion or visit. Please contact Lisa Shackleton, HR Officer on 01256 702700 or lisa.shackleton@rmays.com for further information or to arrange a visit.

Should you wish to apply for this post, please see the school website

<http://www.rmays.org/joining-us/vacancies/> for an application form and submit your application to recruitment@rmays.com

Closing date for applications: **Tuesday 25th May** (noon) with interviews to take place shortly afterwards

Robert May's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check along with other relevant pre-employment checks.