

Finance Manager – term time plus 2 weeks (BS10 £28,221 - £29,055)

Cockermouth School Academy is a high performing, truly comprehensive school located in a beautiful part of the country on the edge of the Lake District National Park, and is in the heart of its community.

We wish to appoint an experienced, enthusiastic & committed Finance Manager who will assist in the financial management of Cockermouth School. Supporting the Business Manager, you will be responsible for:

- Provision of operational management of the finance department, from ensuring accurate financial reporting and financial control to managing cashflow, including improvement of finance processes.
- Providing monthly management accounts including annual cashflow forecast, budgets, annual statements and balance sheets, bank and credit card reconciliations, depreciation, prepayments and accruals, and audit preparation to trial balance.
- Administration of the school payroll.
- Contribute to the planning, development and monitoring of school finances including coordination and delegation of relevant activities.

The successful applicant will have AAT or an equivalent recognised qualification with well-developed oral and written communication skills, be a good organiser and a team player.

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of students, engages with young people and staff on policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

Cockermouth School is a Safeguarding School. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration.

aspire · enjoy · include · respect · community



Headteacher
Dr R P Petrie

Castlegate Drive
Cockermouth
Cumbria
CA13 9HF

Completed
Application Forms
should be returned to:
Susan Cameron,
Admin Manager

Closing date:
**12 noon on
24 May 2018**

Interviews will be
held:
**Week commencing
4 June 2018**

Applicants will be
considered on the
basis of suitability
regardless of sex,
race, marital status
or disability.

Disabled applicants
who meet the
essential criteria will
be interviewed.