



Required As Soon As Possible Academy Finance and Administration Manager

Salary : £31,601 - £43,821 (Grade 9/11) Dependent on qualifications and experience.

Full time (with some evenings by arrangement) – 37 hours per week. All year.

The Governors wish to appoint a Finance and Administration Manager as soon as possible. The person appointed will be required to lead and manage a team of finance, administrative and support staff. He / She will be responsible for the Financial Resource, Administration and Human Resources within the Academy.

We are looking for an enthusiastic, proactive person who can work with a team of personnel, staff, students and their families in order to maximise and promote the highest standards of business ethos within the Academy and to ensure the most effective use of resources in support of the Academy's learning objectives. Finance, organisational and motivational skills are essential to this post.

This is a full time, all year post. Prospective candidates are advised to study the person specification and job description carefully to check the criteria for this post.

Informal visits to the Academy are welcomed from Monday 11th December to Wednesday 20th December by appointment. Please contact Jayne Jackson, Principal's PA by telephone – 01922 721071 extension 204 or email: j.jackson@josephleckieacademy.co.uk to make the necessary arrangements.

**Further details and application form available from the Academy's website:
www.josephleckieacademy.co.uk/vacancies.html**

Apply by letter plus completed Academy application form.

Closing date: Monday 8th January 2018. Interviews will take place w/c Monday, 15th January 2018.

Joseph Leckie Academy is committed to promoting and safeguarding the welfare of students and candidates will be required to undergo an enhanced DBS check.