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## Business and Finance Director

We are looking to appoint, as soon as possible, an enthusiastic, confident Business and Finance Director, playing a pivotal role in the school and making a real impact on the outcomes of our pupils.

The purpose of the role is to provide strong financial and operational leadership, and therefore the successful candidate must be a qualified accountant. However, in addition to Finance, the post holder will also be responsible for the strategic development and management of HR, Premises, Health & Safety and IT alongside the Head, Senior Management Team and Governing Body.

The post holder will report to the Head on all day-to-day operational and financial matters, and also work closely with the Chair of the Finance, HR and Site committee of the Governing Body, preparing financial monitoring documents, together with other papers and reports as required.

The Business and Finance Director will also manage the IT function and so an effective understanding of ICT systems and education packages would be useful.

The exceptional candidate will have a positive and flexible approach while managing a diverse and demanding workload, and be highly motivated, enthusiastic, analytical and innovative. Other requirements include:

- a degree
- membership of a recognised professional accountancy body (ICAEW, ACCA, CIMA or CIPFA)
- experience of financial forecasting, management accounting and preparation of financial statements
- successful leadership and management experience
- a high degree of written and oral literacy
- capability of assimilating, analysing and interpreting complex data
- a high level of IT skills
- diplomacy and tact for dealing with a wide range of stakeholders and external agencies, including the ESFA (Education and Skills Funding Agency) and the DfE (Department for Education)
- excellent organisation, administration, record keeping and presentation skills and an eye for detail.
- outstanding interpersonal skills with the ability to communicate clearly and effectively at all levels.
- an effective team member who will motivate and inspire others and help shape the Business and Finance Director role
- good attention to detail

The following skills/experience are desirable:

- experience and/or knowledge of HR, payroll, pensions, etc
- experience of working in a school setting
- knowledge of compliance with external requirements including employment law
- a working knowledge of Health and Safety

The salary is £47,000 to £55,000 dependent upon experience.

### Applications

An application form and further details may be obtained from the website [www.qegsblackburn.com](http://www.qegsblackburn.com)

*Completed applications in the form of a letter, a cv and a completed application form should be sent to the Head, Mrs Claire Gammon, at Queen Elizabeth's Grammar School, West Park Road, Blackburn, Lancashire BB2 6DF or by e-mail to [head@qegsblackburn.com](mailto:head@qegsblackburn.com)*

**Closing date: noon on Monday 7<sup>th</sup> August 2017**. Shortlisted candidates will be contacted within 48 hours of the closing time and date.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS and Prohibition List check.**