



# Holmes Chapel Comprehensive School & Sixth Form College

## **Business & Finance Manager Temporary (Maternity Leave Cover)**

**Full Time, 37 hours per week**

**Salary Range £40,476 to £46,581 depending on qualifications and experience**

We have an exciting opportunity for a suitably qualified and experienced person to temporarily fill our challenging role of Business & Finance Manager during a period of maternity leave. The successful candidate will bring an in-depth expert professional perspective to a key area of our business and also add significant value as an individual to the existing team at HCCS.

We are looking for someone whose skills and expertise in financial management and accountancy can help us to continue to deliver our long term ambitions. Working directly with the Director of Operations, the Business & Finance Manager will look to supervise and mentor the small finance team to ensure that the systems and processes remain clear and fit for purpose. They will be responsible for the day to day management of the academy's financial and procurement systems during the period of maternity leave.

The successful candidate will benefit from an involvement in a range of projects and have the opportunity to work directly with the Executive Head, Senior Leadership Team, Teachers, Governors and Parents. They will be outcomes-driven, a qualified or part qualified accountancy expert with meticulous attention to detail. We are seeking someone who cares about education and wants to make a positive difference to the lives of young people.

If you are passionate about education, feel you have the professional accountancy experience we are looking for and are excited by the prospect of this role, then we very much look forward to receiving an application from you.

For further details and application form, please visit our website: [hccs1978.co.uk/vacancies](https://hccs1978.co.uk/vacancies). Informal discussions can be arranged by contacting Lauren Murphy, CFO, on 01477 410500 or by email [lauren.murphy@hccs.info](mailto:lauren.murphy@hccs.info)

Applications will only be accepted on the school's Support Staff application form. Completed applications should be submitted to: [helen.mayes@hccs.info](mailto:helen.mayes@hccs.info)

**Closing date: 12pm, Friday 14th March 2025**

*Holmes Chapel Comprehensive School and Sixth Form College trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles involve contact with children and are thus engaged in regulated activity relevant to children. Shortlisted candidates will be subject to references and online searches. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.*