



FINANCE MANAGER

Permanent position / part time (FTE 37 hours)

Term time (38 weeks) + 2 weeks

32.5 hours per week

Term time hours Monday to Friday; 8.30am – 3.30pm
(including 0.5 hour unpaid lunch break)

SCP Scale 6 point 18–22 (depending on experience – FTE 29,269 – £31,364)

To start ASAP

“Everyone is welcome at The Vine. Pupils love coming to school. Staff nurture and support pupils to become courageous learners, to take risks, explore and be ambitious.”
as quoted in the latest Ofsted report November 2023

An exciting opportunity has arisen to join The Vine School’s support staff team!

Our new Finance Manager will have responsibility for strategically leading the school’s finance and procurement functions, including strategic planning and financial resource management.

We are looking for a candidate who has financial management expertise, has excellent organisational skills and has a strong knowledge of, and uses, a range of ICT systems. Previous experience of working in schools desirable but not a necessity.

The Vine is in Cambourne, a growing community situated just 9 miles south-west of Cambridge. We are a two-form entry school with places for up to 420 pupils, plus an ever-growing Pre-school and vibrant Breakfast and After School Club provision.

If you are interested and would like to find out more about the role, including to arrange a school tour, please contact Sarah Singletery, HR Administrator, in the school office on 01954 719630 or hr@thevine.cambs.sch.uk

Job description and application form are available from the school website
<https://www.thevine.cambs.sch.uk/vacancies/>

Please note that CVs are not an acceptable form of application and candidates will only be considered when submitting a completed school application form. This position is subject to an enhanced DBS and pre-employment checks.

CLOSING DATE: 12PM TUESDAY 8TH OCTOBER 2024 / SHORTLISTING: WEDNESDAY 9TH OCTOBER 2024
INTERVIEW DATE: MONDAY 14TH OCTOBER 2024 – TIME TBC