



# Sacred Heart College

## AUCKLAND

### Current Vacancy

Sacred Heart College are seeking to appoint a full-time, permanent, experienced Finance Manager to join our staff. On a day-to-day level the finance portfolio will include College monthly financial reconciliations and reporting, payroll, budget preparation along with preparation of accounts for audit and management of members of the finance team. A further component to this role is being the Hostel liaison with external/internal parties including payroll backup as and when required.

Integral to this position, your practical hands-on approach is essential. Ideally you will bring the following attributes:

- Proven leadership experience
- Strong business acumen
- Experience in finance management
- Relevant accounting qualification/Qualified by experience
- Competent using various accounting systems and have knowledge of Xero

Reporting to the Business Manager your analytical skills and problem solving combined with attention to detail are important in this role, as is being adaptable and collaborative.

Experience in the education sector is preferable but is not a requirement.

**Applications close: 15<sup>th</sup> May 2023**

Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on [recruitment@sacredheart.school.nz](mailto:recruitment@sacredheart.school.nz). In the subject line please specify the position you are applying for.