



Griffin Primary School

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Interim Headteacher: Ms S Craig

Deputy Head : Miss S Casey

Interim Deputy Head: Mr G Thomas

Experience the world with us. Give your best, get the best

An exciting job opportunity has arisen to become a Finance Manager here at Griffin.

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

We are looking for somebody who has financial management expertise; has excellent organisational skills; and has strong knowledge and use of a range of ICT systems.

The role is full time (36 hours per week) and for term-time, plus an additional 2 weeks, to be agreed with the Interim Headteacher.

The role will also include working in partnership with the Finance Team at The Elliot Foundation Academies Trust (TEFAT) Head Office to ensure an effective and efficient business/financial management service in school.

We can offer:

- Hands-on and practical support from our experienced and accessible leadership team and TEFAT Head Office team
- A school committed to inclusive education with an ethos focused on success for all
- The opportunity to work as part of a team that is committed to ensuring the best possible start for all children
- Enthusiastic children with a love of learning, and their school community
- Opportunities for professional development to ensure your success
- A parent community that is supportive of the school and its aims
- A strong and supportive multi-academy trust: The Elliot Foundations Academy Trust (TEFAT).

Application must be completed using the attached application form (along with a letter of application, making reference to person specification.

Closing date for all applications is on Thursday 19th December before 12 midday.

Interviews will take place on Thursday 9th January 2025.



We are proud members of [The Elliot Foundation Academies Trust](https://www.elliottfoundation.org/)