



Epsom Girls Grammar School

Accounts

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Person Specification: Finance Manager
Permanent, 52 weeks per year including 4 weeks' annual leave
Commencing January 2020

Responsible to: Business Manager

Involvement with: Finance Department, Business Manager, Principal, staff,

Primary responsibility: To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the Finance Department, leading sound financial management.

Key Tasks include:

- Budget management
- Oversight of all finance department duties, including end of month journals and reconciliations
- monthly and end of year financial reporting
- Asset Register management
- Leadership of staff

Key Attributes:

- Able to meet deadlines
- Excellent customer service
- Experience and working knowledge of various accounting systems
- Proven data entry accuracy
- Proven proof reading skills
- ICT skills including Word, Excel, Publisher, Google suite,
- Initiative
- Understanding of the big picture and strategic
- Leadership

The successful applicant should be:

- Organised
- Collaborative
- Forward thinking