



## **Finance Manager/Bursar**

Set on impressive grounds in a picturesque location on the shores of Belfast Lough, Rockport is a day and boarding school for children aged 3-18. The school ethos is firmly based on academic excellence combined with the character education typical of a Round Square School. Rockport is the only truly independent school in Northern Ireland.

**We are currently seeking applicants for the following position:** Finance Manager/Bursar

As a member of the Senior Leadership Team the Bursar will work alongside the Head and Deputy Head to provide the sound financial management necessary to ensure the efficient running of the School. The Bursar will contribute to the overall strategic vision of the school and be responsible to the Headmaster and to the Board of Governors for the conduct of all financial affairs, marketing, business management, HR, catering and estates management as well as the day to day administration of the school.

The successful candidate will demonstrate a track record of sound financial management, including preparing budgets and management accounts. Other HR and management experience would be advantageous.

A varied and fulfilling role combined with a competitive remuneration package awaits the successful candidate.

For a full application pack, please contact the School Secretary, **Mrs Christine Hamill**, either by telephone on **028 9042 8372** or by email [schooloffice@rockportschool.com](mailto:schooloffice@rockportschool.com)

*Rockport School is a Registered Charity No. XN48119 and an Equal Opportunities Employer.*

The successful applicant will need to undergo checks by Access NI.

**CLOSING DATE FOR APPLICATIONS FRIDAY 6TH OCTOBER 2017 AT 12 NOON**

**INTERVIEWS WILL BE HELD ON THURSDAY 12TH OCTOBER 2017**