



Waterloo

SCHOOL

FINANCE MANAGER

Waterloo School is looking for an experienced Finance Manager to join our team, starting on 25 July 2022. This is a great opportunity for a team player who is professional and dedicated to contributing to success. This is a permanent position, term time only, working 20 hours per week. Days and times to be negotiated with the successful candidate. Commencing pay is dependent on qualifications and experience.

This is an opportunity to work within school hours and to use your accounting experience in a role that will keep you challenged. Playing an integral role in the day to day running of our school, you'll be responsible for all financial activities, payroll, HR and some procurement, working closely with the Principal, Board of Trustees and school staff.

Key responsibilities include:

- Undertake all financial activities including deposits, payments, invoicing, internet banking, reconciliations and reporting, GST returns, budget preparation
- Manage the payroll for staff on a day to day basis, analysing the wages and working out contracts and hours for support staff
- Human resources, including recruitment administration
- Purchasing and contract management

The successful applicant will:

- Have previous accounting experience in a similar role
- Be approachable and have exceptional interpersonal skills
- Ideally have previous experience working with payroll systems
- Have excellent systems and procedure experience in finance
- Have impeccable written and verbal communication skills
- Ideally have previous experience with Xero, EdPay and eTap systems
- Be IT savvy, competent in Microsoft Word, Excel and/or Google Suite
- Have the ability to prioritise and manage their time well

This is an exciting opportunity to join a supportive and future-focused school. If this sounds like you and you're ready for a change, we encourage you to apply!

Please email your CV, covering letter and application form to principal@waterloo.school.nz. Applications will close at 12.00pm on Monday 27 June.