

Flying Start Nursery School Ltd

Requires

An Experienced **Office Manager/Financial Controller**
With a degree in Early Childhood Education

Duties and Responsibilities in:

Microsoft, QuickBooks & Office Administration including maintaining and reporting on financial records, payroll, online banking, marketing plus interviewing clients.

Pre-School teaching with strong written and verbal skills.

Minimum Qualifications and experience

Experience and courses in QuickBooks and Microsoft office with at least 10 years managerial experience

Early Childhood Degree or equivalent and 10 years teaching experience in Pre-School.

CRP and First Aid Courses

Apply to: Flying Start Nursery School Ltd.
Suite 1372 #48 Par La Ville Rd Hamilton HM11

Closing Date 2nd September 2015