



DARTFORD SCIENCE & TECHNOLOGY COLLEGE
Heath Lane, Dartford, DA1 2LY
Tel: 01322 224309
www.dstc.kent.sch.uk

Finance Manager

Required from October 2021

37 hours per week

All year round contract – 27 days annual leave to be used predominantly in school holidays
(30 days after 5 years KCC service)

KR10 £34,351

Closing date: Tuesday 24th August 2021, 9 a.m.

Interview: Week commencing Tuesday 31st August 2021. Date to be advised.

We are seeking to appoint a Finance Manager to join us from October 2021. The successful candidate will be responsible for the financial management of the College and to provide advice on these matters to the Business Manager, Principal, Senior Leadership Team and Governors.

Duties will include:

To be responsible for all financial procedures and financial activity within the College including planning and managing the annual budget, preparation of accurate monthly monitoring , and to ensure best value in all the College's financial dealings.

To ensure adherence to financial regulations and compliance and to provide advice on these to other staff as required.

To prepare and submit the Schools Financial Value Standard, to undertake financial analysis on current and future variations in income, expenditure and trends to inform College-wide decision making.

To be responsible for producing annual and statutory financial returns.

To prepare VAT reports and submit them to Kent County Council.

To be responsible for the accurate administration of staff salaries, pensions and benefits.

Experience:

Essential

- You should be an experienced Finance Manager with a good knowledge of all financial procedures and processes relating to budgets and income
- You will have a high level of experience working within the lead role in a finance department.
- Be an organised, efficient and calm person who can prioritise and manage their workload to ensure that deadlines are met.
- Have excellent communication skills, both written and verbal.
- Be flexible, proactive and reliable with a high level of accuracy and an eye for detail.
- Have a high level of IT proficiency.
- Payroll experience.

Highly Desirable

- Ideally you will have experience working within a Local authority school finance environment.
- Ideally have experience in using FMS, SIMS, BPS and all Microsoft/Google packages.

This role is subject to an Enhanced Disclosure and Barring Service check.

Dartford Science and Technology College is a Good school where "pupils achieve well and thrive" and "all groups of pupils achieve well" (Ofsted March 2017). We have a clear vision for the future and have set a range of challenging targets. This is a high quality learning community for girls aged 11-18 with a mixed Sixth Form. Our ethos puts learning at the heart of everything we do.

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.

Applications should be made on the Support Staff Application Form available on our website (www.dstc.kent.sch.uk), CVs are not accepted. Completed forms should be emailed to Susan.wells@dstc.kent.sch.uk or posted to the address above.