



Maidstone Grammar School  
*for Girls*

*Non sibi sed omnibus*

## Finance Manager

Required for October/November 2022    Kent Scheme Salaries 8  
Full-time 37 hours per week all year round  
8am-4.00pm Monday-Thursday and Friday 8am-3.30pm  
£26,598-£30,333 per annum

We are seeking an enthusiastic, dynamic and innovative colleague to lead our team of committed office professionals. The successful candidate will have the ability to communicate and liaise effectively to/with a variety of stakeholders, capacity for hard work and high expectations of self and others along with an ability to work under pressure and to balance potentially conflicting demands.

It is essential that the post holder has experience of budget setting and monitoring, accounting techniques and production of reports and strong ICT skills, including finance software and the ability to analyse accounts. A knowledge of FMS, BPS and Google Apps is desirable.

### Summary of Job:

- Overall responsibility for the smooth running of the finance office and ensuring that the financial processes and procedures of the school comply with the requirements of meeting the Schools Financial Value Standard (SFVS).
- Line manage the finance office staff, including appraisal and the delegation of tasks to appropriate members of staff.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1220 students with a mixed sixth form of approximately 340. Since July 2019 we have been appointed by the Department for Education as a Computer Hub in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development and healthcare scheme.

***“Maidstone Grammar School for Girls is an outstanding school” (Ofsted)***

Full details and an application pack are available from the school's website

<https://www.mggs.org/joining-us/join-our-team/vacancies/>

Applicants should complete our application form and email, along with a covering letter, to the Headteacher's PA, Miss Starns via email: [mstarns@mggs.org](mailto:mstarns@mggs.org)

**Applications welcomed immediately**

**Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.**

**Closing date for applications: 8am on Tuesday, 27th September 2022**

**Interview date: Monday, 3rd October 2022**

***Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.***

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.

*A forward-thinking community with a tradition of excellence*