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| **Finance Manager**  **Full Time/Term-time + 5 INSET days + 4 weeks**  **DGS 10 £34,866-£41,011 per year (pay award pending)**  This is an exciting opportunity for an experienced and qualified Finance Manager to join our team, managing the day to day running of a busy Finance office, providing support to the School Business Manager.  As Finance Manager, you will be a confident communicator and enjoy working collaboratively. You will have excellent attention to detail, be proactive and proficient in IT skills, especially with Microsoft Excel.  Ideally, you will be a part qualified accountant or have a strong background in financial management. Experience of working in an educational environment would be advantageous but is not essential. The successful person will line manage one finance officer and report to the School Business Manager.  For further details and an application form, please contact the HR Manager, Mrs M Bexley:  Telephone: 01322 223039 Ext 146; Email: [mbexley@dartfordgrammarschool.org.uk](mailto:mbexley@dartfordgrammarschool.org.uk)  Please apply by letter with a completed application form to the Headmaster, Mr J C Metcalf, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW.  Start date: ASAP  **Closing date: Monday 26 June 2023**  **Interviews on 28th and 29th June 2023**  (The school may interview early in the case of an exceptional candidate)  Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,535, including 618 in the sixth form.  *The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.* |

