



The **mickjagger** centre within Dartford Grammar School

Maternity Cover Part-time Finance Officer

20 hours per week, term time + Inset Days + 10 additional days

£10,883 actual pro rata salary (£22,069fte)

Start date: May 2024

The Mick Jagger Centre, based at Dartford Grammar School, is looking for an experienced Finance Officer who has excellent knowledge of accounting skills who can ensure accurate accounting throughout all aspects of the business. This is an exciting opportunity for somebody interested in finance, theatre, arts, and music. To work 20 hours per week, to include evenings and Saturday morning.

We are keen to hear from you if you:

- Have knowledge of accounting skills (Sage Line 50 Account knowledge desirable – training can be given);
- Are able to manage monthly invoicing and reporting;
- Able to monitor and chase payments as required;
- Have good communication, organisational, and administrative skills;
- Have excellent inter-personnel skills and able to work as part of a team.

For an application form and role profile, please contact Mrs Michelle Bexley, HR Manager: telephone 01322 223039 Ext 146; email: mbexley@dartfordgrammarschool.org.uk

Closing date: Monday 15 April 2024

As soon as possible

(The school may interview early in the case of an exceptional candidate)

Please return a completed application form, to the Head, Mr Julian Metcalf, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW.

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 1,515, including 597 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.