

Organisation:	Dorset Studio School
Salary Details:	£28,598 - £32,597 FTE (£15,881 - £18,102)
Job Term:	Part time 22 hours (3 days per week)
Appointment Type:	Permanent
Closing date:	10/12/2025

Finance Officer (part time)

Who are we?

The Dorset Studio School is a thriving, mainstream 11-16 co-ed secondary school situated within the superb facilities and exceptional teaching environment of the 750-acre Kingston Maurward estate. We are a secondary school with a specialism in the 'Land and Environment.'

The role specifics

Dorset Studio School has a vacancy for a Finance Manager to join the team. You will be an integral part of the team responsible for ensuring high standards of financial integrity within Dorset Studio School. You will manage the monthly and year-end financial processes required of the school, ensuring compliance with the requirements of the Academies Financial Handbook. Manage the financial planning along with the Assistant Principal (Finance & Business), Principal and Senior Leaders to ensure effective strategic decision making.

Working with best practice and implement any new standardised processes and procedures.

Key Responsibilities

- Ensure timely production and issue of financial reports, cash flow forecasts and returns as required
- Prepare the monthly management accounts
- Prepare the monthly financial reports, analysis and updates for the Local Governing Body
- Prepare the annual budget and reforecasts for approval by the LGB
- Take responsibility for the academy's accounting procedures, ensuring all policies and procedures are adhered to within the academy
- Maintain finance filing systems, ensuring that records are suitable for audit purposes
- Take responsibility for and line management of the school's finance staff, including arranging appropriate training and development, conducting induction, probation and performance management reviews
- Work with the Assistant Principal (Finance & Business), Principal and senior leaders to ensure effective financial management, adherence to budget and strategic decision making
- Identify and pursue income generating activities (Bids and grants)
- Work with the SENCO to secure high needs funding
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards

Knowledge & Skills

- The post holder must have experience of effective financial management and accountancy.
- Possession of a recognized accountancy qualification would be an advantage, as would knowledge and experience of education funding arrangements.

Interested? Intrigued? Excited?

If you want to work in a good school with a creative and ambitious outlook, we would love to hear from you. We remain oversubscribed with both students and staff! We fill rare staff vacancies quickly. Please download our application pack for further details.

Web: www.dorsetstudioschool.co.uk

For an informal discussion please contact 01305 443600

Safer Recruitment Procedure

The Dorset Studio School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In order to meet this responsibility, the school follows a thorough selection process to discourage and screen unsuitable applicants. The process includes at least two references, from previous and current employers. These will be contacted before interview and in all cases, before an offer of employment is made. Please be aware that checks (including online) may be carried out on all aspects of the application to confirm the validity of information supplied.

Child Protection Statement

The successful candidate will be required to have a Disclosure and Barring Service check, in line with national safer recruitment guidelines. As part of the shortlisting process, we will carry out an online search as part of our due diligence on the shortlisted candidates.

Equal Opportunities

The Dorset Studio School values the diversity of our workforce and welcomes applications from all sectors of the community.