



VACANCY FOR DIRECTOR OF FINANCE

- **The post will be with effect from January 2025 or Easter 2025**
- **Contract: Full-time, permanent**
- **37 hours a week / 52 weeks a year**
- **Deadline for Application: Friday 29 November 2024**
(We reserve the right to close this vacancy early if we receive sufficient applications from qualified candidates)
- **Interview date: Week commencing Monday 09 December 2024**
- **Remuneration: BWS Grade N, Point 43 (£48,619 per annum); LGPS pension scheme**

Bishop Wordsworth's School seeks to appoint a highly motivated and meticulous Director of Finance who will play a key role in ensuring the smooth operation of the school through leading all aspects of financial management, contributing significantly to the school's success.

About the Finance Team:

The Finance Team is a small but effective friendly team, with a Finance Officer and a Trips & Lettings Administrator. Situated in No. 11, The Close, Salisbury, which also houses the Head Master, HR and administration functions. There is a great working atmosphere. The team are always open to ideas about improving and streamlining processes and we encourage professional development for our team members.

Key Responsibilities:

We are looking for a flexible, highly effective, efficient and organised Director of Finance with strategic oversight of the school's finances, who will be responsible for the day-to-day management of the school's accounting functions, including budget setting, monitoring, and control throughout the year.

Core responsibilities will include:

- Supervising the work of the team
- Producing management accounts and reports
- Working with the Head Master on budget development, monitoring and review

About you:

We are looking for a qualified finance professional with a background in either business or administrative management, with strong expertise in accountancy and financial services.

The ideal candidate will have:

- Strong leadership experience, especially in team management
- Excellent communication, organisational, and interpersonal skills
- Experience in school finance or a similar environment
- A confident, approachable, and professional demeanour

To apply:

If you wish to be considered, please complete the application form and provide a covering letter explaining your suitability for the post. The inclusion of your CV would be welcome. Please forward via the TES portal or email to Annabel Lloyd-Gilmour, HR Manager (alg@bishopwordsworths.org.uk). Further details can be found in our Applicant Information Pack- please see supporting documents. To arrange an informal visit/call with the Head Master or for further information, please contact Mrs Lloyd-Gilmour.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including two satisfactory references and medical clearance.

All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.