



# South Dartmoor Community College and Atrium Studio School

## Finance Officer



37 hours a week, 52 weeks per year. Permanent.

Devon NJC Grade D, Spinal Point 7-12 dependent on experience (£20,444—£22,571 pro-rata).



This is an exciting opportunity to join Westcountry Schools Trust. We are a dynamic organisation with our students and staff at our heart. Built on an extensive track record of excellence, the Trust combines a range of secondary colleges, primary schools and business units based in a variety of sites across Devon and Cornwall. We are also a stone's throw from some of the best beaches and countryside in the country.



Based at South Dartmoor Community College and the Atrium, the Finance Officer will oversee purchase and sales ledger activity within the College and ensure that financial systems and processes comply with Trust regulations and achieve value for money. They will provide a specific support service across a broad range of financial activities ensuring confidentiality associated with financial support services is maintained. The Finance Officer will provide efficient and comprehensive general support to the Finance Team and School Business Accountant where required.



For an informal discussion regarding this role, please contact Jenna Gipson, WeST HR Business Partner ([jgipson@southdartmoor.devon.sch.uk](mailto:jgipson@southdartmoor.devon.sch.uk)). To apply, please visit our website [www.southdartmoor.devon.sch.uk](http://www.southdartmoor.devon.sch.uk). Completed applications should be submitted to Cleo Perry ([cperry@southdartmoor.devon.sch.uk](mailto:cperry@southdartmoor.devon.sch.uk)).

Please note CVs will not be accepted.

**Closing Date: Friday 30 September 2022 at 8.00 am.** Applications received after this time will not be considered.

Interview date to be confirmed.



**South Dartmoor Community College & the Atrium are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS check.**

