



# Blatchington Mill School

Involvement, Achievement & Care

[www.blatchingtonmill.org.uk](http://www.blatchingtonmill.org.uk)

Dear Candidate

Thank you for your interest in applying to join Blatchington Mill School as the Senior Finance Officer, a pivotal role in our dynamic organisation. As the link senior leader for finance I want to take this opportunity to give you more detail than is possible in an advert.

Blatchington Mill is a large, popular secondary school, we are pleased to consistently be oversubscribed by pupil applicants. This is a rare opportunity to join our committed staff group of Business Section Leaders, dedicated individuals across the range of disciplines leading their teams to support the excellent teaching and learning that we are so proud of.

The Finance office is always busy, this is a demanding but satisfying role. The successful candidate will lead a team and will work closely with colleagues, particularly the Finance Assistant, the Business Manager and the Head Teacher. There is also day to day contact with budget holders throughout the school, students, their families, local authority contacts and the administrators of groups that let our facilities.

The size of this school generates a large budget, this is public money and there is an ethical as well as statutory need to strive for best value and to observe excellent record keeping. The Senior Finance Officer will need to be able to fact find and research in order to ensure that the school stays abreast of up to date requirements and opportunities. Blatchington Mill buys into finance advice and support from the local authority.

As well as the School Budget Share delegated via the local authority the Finance Team manage a Non Public Fund used for trips activities and extra curricular resources.

Our current financial management system is the FMS module of SIMS which links to the personnel module for the budgeting and reconciliation of payroll, extensive use is made of Pay360, the online payments system for families.

I hope that this has helped you have a clear idea of this exciting role and I look forward to receiving your application.

Yours faithfully

Sarah Hextall – School Business Manager

