



Devonport High School for Girls

Opportunity - Nurture - Achieve



Information Pack

Finance Officer
(Full Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Finance Officer at Devonport High School for Girls (DHSG). I am very proud to be the Head Teacher here in a school where the staff and I value each and every young person as an individual and support them on their journey into adulthood. At Devonport High School for Girls, our mission is to ensure that all of our students receive an exceptional educational experience, through a wealth of opportunities within a nurturing environment, leading to outstanding achievements. This is an exciting time to join our school on our continuing journey to fulfil our mission.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive

to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions. We look after our staff at DHSG and have systems in place to support and develop our colleagues, including wellbeing. For example, we have an additional week for half term for all staff in October/November, which is paid.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

The School's Finance Team, consists of a Finance Administrator (Full Time) and a Finance Assistant (Part-Time).

This is a full time position, with the occasional need to attend meetings outside of the contracted hours (e.g. a Trustee Meeting), but time can be taken back as TOIL. You are also entitled to holiday throughout the year, that can be taken during term time. There is also scope in the future, as the school continues to expand to take on additional responsibilities within the business function of the school. Our financial systems at DHSG are strong but looking to the future, I am keen that we review our processes and source more efficient processes.

In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant
Head Teacher and Accounting Officer

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher and four Assistant Head Teachers.

Job Description: Finance Officer

Post Title:	Finance Officer
Grade:	NJC Grade F Points 22-25
Hours:	37 hours per week all year round, 8am-4pm (this is flexible)
Responsible to:	Head Teacher
Responsible for:	Finance Administrator and Finance Assistant
Job Purpose:	To take the lead on the effective operation of the finance function, ensuring compliance with legal and financial regulations and the School's financial policies and procedures. To undertake financial administration for the school and be responsible for the accurate and timely processing of all financial transactions.

MAIN DUTIES

Financial Management

- To support the Head Teacher in annual budget setting and monitoring
- To ensure that accurate and timely management accounts are available for budget holders, the Head Teacher and the Board of Trustees
- To monitor cashflow and prepare monthly reports for the Head Teacher and Board of Trustees
- Work effectively with all budget holders so they understand the resources available to them and how to achieve value for money in the use of those resources in the delivery of learning and teaching
- With the Head Teacher, continue to develop, review and implement the school's finance policy, processes and procedures, including all aspects of financial budget planning and management, income generation, audit and control in order to make the best use of the financial resources
- Review all accounting and financial procedures annually to ensure compliance with relevant legislation and other requirements, including the DfE Academies Trust Handbook
- Support the Head Teacher in ensuring the effectiveness of the school's governance arrangements in order to enable the school to meet financial compliance with the DfE, company and charity law, and other statutory requirements
- To complete and return annual DfE surveys (Charities Commission, Land and Buildings Collection Tool, Accounts Return, Schools Resource Management Self-Assessment Checklist, Budget Forecast Return etc)
- To lead on procurement, finding the best contracts available that ensure quality and value for money (e.g. Gas, Electricity, insurance etc)
- Ensure an understanding and appropriate treatment of funds.

Bank Account/Purchase Ledger/Sales Ledger

- Responsible for the management of the school bank accounts, including the daily monitoring of the school bank accounts and the bank reconciliation process
- Responsible for the posting of bank income and expenditure

- Prepare cashflow reports for approval by the Head Teacher
- Process BACS transactions for refunds and Petty Cash
- Post entries and confirm reconciliations of Petty Cash
- Process payment runs and authorise credit card transactions
- Prepare and post monthly recharges for catering, minibuss and supply
- Process monthly VAT claims
- Process School Fund Direct Debit collections
- Process sales invoices and chase outstanding debts
- Input monthly supply

Payroll/Pensions

- Check monthly gross pay reports
- Authorise childcare vouchers and LGPS EAS5 online
- Post payroll journals
- Undertake monthly payroll reconciliations
- To liaise with the auditors in order to produce the annual Teacher Pension Audit
- To liaise with Devon County Council to prepare the FRS102 report
- To have oversight of the Teacher Pensions Employer Portal and liaise with payroll for pension queries

Cashless Online Payment System

- Responsible for the operation of the iPayimpact cashless online payment system.
- Chase school meals arrears
- Issue new intake letters

School Trips

- Responsible for the verification of School trip costs
- Undertake school trip reconciliations

Audit

- Take the lead on the preparation for internal and external audits throughout the year, including the Teacher Pension Audit
- Maintain audit information spreadsheets to ensure the audit process runs smoothly
- Undertake cost centre reconciliations for restricted funds
- Process year end journals
- Provide auditors with any information requested
- Maintain the Assets Register
- Be present for all audit visits

Line Management

- Undertake line management of the Finance Administrator and Finance Assistant, providing support where required
- Undertake or arrange training for the Finance Administrator and Finance Assistant
- Undertake induction, probation or appraisal for the Finance Administrator and Finance Assistant.

This job description outlines the duties required for the post and indicates the level of commitment and responsibilities expected. The list is not exhaustive and you may, from time to time, be required to undertake other duties to meet the needs of the school.

Signed	Date:
Post Holder	
Signed	Date:
Head Teacher	

How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Wednesday 1st October 2025**. Interviews are expected to take place the week beginning **Monday 6th October 2025**.

The start date for the job Monday 10th November 2025

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk

