**APPOINTMENT OF HEAD OF FINANCE**

Dollar Academy, Scotland’s Sunday Times Independent School of the Year, is looking to appoint an exceptional Head of Finance.

Dollar Academy is a fast-paced and exciting place to work. There is always something new on the go; we drive ourselves hard to achieve excellence in all areas for the benefit of our entire community, but especially for our pupils. The Head of Finance will be at the very centre of almost everything that goes on and will need to be hard-working, resourceful, and self-motivated. Dollar is a warm and welcoming environment, and the successful candidate must have the ability to motivate, help and inspire others, and form friendly, effective working relationships with staff, parents, pupils, former pupils, and Governors. They will be paramount in the Academy’s continuing success and with lots of exciting projects underway, the Head of Finance has an exciting and influential role to play.

As our unofficial motto has it:  Work hard, be kind, get involved.

**AN INTRODUCTION TO DOLLAR ACADEMY**

Dollar Academy has been a co-educational day and boarding school since its foundation in 1818. Today, it provides an exceptional all-round education to around 1,350 pupils aged 5-18. Our focus is on encouraging the individual talents and ambitions of every young person, in a positive and supportive environment that fosters the development of transferable skills, self-confidence and strong personal values. A belief in developing the whole person is central to the Dollar ethos.

The Academy’s Board of Governors is composed of individuals with the skills and experience to assist the Trust in carrying out its aims and objectives, and who are committed to the successful stewardship of Dollar Academy. The role of the Board is to establish and direct policies for the Academy and oversee its financial affairs. The Board is a policy Board, not an operational Board, leaving responsibility for day-to-day operations to the Rector, the Bursar & Chief Operating Officer, and their administration teams. The Board has a number of sub-committees and working groups, focussing on health and safety, child protection and investments.

The school’s location is undoubtedly one of the most scenic in the country, set against the Ochil Hills and the historic Castle Campbell, but within easy reach of the major towns of the Central Belt and just 40 minutes from Edinburgh Airport. With around 1300 pupils and 250 staff from Scotland and around the world, the Dollar community is welcoming and vibrant. The whole school sits within a single, stunning 70-acre campus.

The school is in a strong financial position, with no debt.

For more information, please visit the website: [www.dollaracademy.org.uk](http://www.dollaracademy.org.uk)

**ROLE DESCRIPTION**

The Head of Finance is responsible to the Bursar / COO for the efficient, accurate, and timely management and delivery of all financial activities on both a day to day and a strategic basis. This will include the production of management accounts and drafting the annual budget, in conjunction with the Bursar / COO.

The Head of Finance has direct responsibility for the Finance Manager who manages colleagues who work on payroll, fees, and purchase ledger.

The Head of Finance will liaise widely with a variety of members of staff to assist them in the financial aspects of their work, from managing departmental budgets to setting up trips and tours.

A full job description is available on our website.

**PERSON SPECIFICATION**

The successful candidate should be a qualified accountant with previous experience within a similar role. Experience gained within a school or education specific financial environment would be desirable but not essential.

Specifically, candidates must have in-depth working knowledge of management accounts, cash flow forecasts, statutory accounts, annual budgets, managing checks and balances and payroll, PAYE, SMP and SSP. An intermediate knowledge of excel is essential.

Experience in trading companies, investment reporting, debt control, VAT and Gift Aid is highly desirable.

Good planning, organisation skills and attention to detail along with the ability to work with integrity and confidentiality are vital. An understanding of management information systems would be very valuable. The successful candidate should be highly numerate with excellent people management skills and comfortable working in a team environment.

A strong communicator, with the ability to communicate financial information to non-finance staff in an understandable and relevant manner, is crucial.

An agile mind and can-do approach are essential in support of the school’s ambitious goals and development plan.

**LIVING & WORKING IN DOLLAR**

Dollar is a most attractive place to work. The quality of the surrounding countryside is outstanding and the town itself has considerable scenic charm. The village is well provided with local amenities. Ease of access means that it is very easy to take advantage of all that Edinburgh, Glasgow and Stirling have to offer.

Dollar Academy is very much at the heart of the town - it is a major local employer and values highly its relationship with the wider community.

The school itself is a friendly, hard-working and committed community of staff and pupils who enjoy professional and productive working relationships.

**SALARY & BENEFITS**

This post is full time, all year round and permanent, with a competitive remuneration package which includes access to the Local Government Pension Scheme, reduction on school fees, personal accident and life insurance cover, and free access to facilities including the school’s pool, gym, and EAP and retailer discount scheme.

**APPOINTMENT PROCESS & HOW TO APPLY**

Applicants should complete the Academy’s Support Staff Application Form (downloadable from the Academy’s website - www.dollaracademy.org.uk/vacancies) and also provide a covering letter. These should be emailed to reruitment@dollaracademy.org.uk or posted to Julie Duncan, Director of Human Resources, Dollar Academy, Dollar, FK14 7DU, Clackmannanshire, Scotland.

The closing date for applications is Friday 4th October 2024.

All appointments are subject to receipt of a satisfactory PVG Scheme Record or Scheme Record Update from Disclosure Scotland.