

## **The Dorcan Academy Trust Finance Manager**

Closing Date: Monday 11 November 2025 at noon  
Hours: 37 hours per week and 52 weeks a year  
Salary: In the range of £41,000 to £46,000 based on experience and qualifications  
Start Date: As soon as possible  
(Please note that this advert may close early if a suitable candidate is found before the closing date)

Would you like to join us on our journey to become an **outstanding** school of **first choice** at the heart of our local community? Do you **care** enough to want to make a **significant** difference to the lives of our amazing students? If so, we would love to offer you the exciting opportunity to join our Finance Team in a new role as Trust Finance Manager. You will be responsible for delivering a full, hands on, effective and robust financial management and reporting service for the Trust using systems and processes which maximise the use of resources and deliver best value.

Reporting to the Chief Financial and Operating Officer, the successful candidate will be an integral part of the finance and facilities team and will also be expected to deputise for the CFOO at times. The successful candidate will have excellent management and organisation skills and be able to prioritise workloads in a busy environment.

We are looking for someone who has a relevant financial qualification and/or experience of financial and cost accounting, preparation of monthly accounts and reporting, budget analysis, financial systems, policy and procedure, payroll checking.

This is a newly created role and an exciting opportunity for the right candidate to join The Dorcan Academy Trust and grow this role under the leadership of the CFOO.

We have been on a journey of improvement over the past seven years and in July 2022 were judged **GOOD** in all categories by Ofsted which is a major achievement. In our school students are ready to learn and 'low level disruption is rare'. Ofsted were impressed with the excellent behaviour of our students both in lessons and around the school. We pride ourselves on being an 'academy of opportunity' for all with excellent relationships between staff and students.

As a member of staff you will be highly valued and will be supported to flourish within the finance team as well as the academy as a whole.

Although we don't boast a shiny new building, we do have excellent facilities, with a supportive, friendly school culture and ethos which is often commented upon by visitors.

### **We will offer you:**

- ◆ A supportive and bespoke staff induction programme
- ◆ Access to high quality professional development
- ◆ Unrivalled support from the leadership team
- ◆ Excellent specialist facilities and resources
- ◆ Committed staff who 'go the extra mile'
- ◆ Motivated, enthusiastic students who are ready and eager to learn

The Dorcan Academy is an 11-16 academy situated on the eastern edge of Swindon with a comprehensive, challenging and enriching curriculum and a wide range of extra-curricular opportunities.

**Our vision** is to be an outstanding school of first choice at the heart of our local community. We aim to do this through our:

- 1) **Culture** - An inclusive school where everyone is valued, cared for and nurtured in an extraordinary way.
- 2) **Curriculum** - Students acquire 'powerful knowledge' and skills that prepare them fully for the world work and their wellbeing, delivered through outstanding teaching
- 3) **Character** - Students stand out as model citizens, showing kindness, respect and doing their best
- 4) **Community** - All stakeholders use their unique gifts and talents to serve others and enable them to flourish

At The Dorcan Academy **our ethos** is underpinned by the five principles of: **Belonging, Purpose, Aspiration, Perseverance** and **Achievement** and we seek to develop in our students the character virtues of Honesty, Integrity, Compassion, Courage, Generosity, Gratitude, Personal Responsibility, Resilience and Self-Discipline.

Further information about the position can be found on the school website [www.dorcan.co.uk](http://www.dorcan.co.uk).

The Dorcan Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

To apply for the post, please complete The Dorcan Academy application form through TES or ETeach by the closing date.

