



# WORK AT SHIPLEY COLLEGE

## Finance Officer

### Shingley College - Great people, great place!

**Hours:** 37 hours per week, permanent full time, full year post

**Salary:** Scale point 24-27 £26,951-£29,359

**Closing Date:** Monday 20th February 2023 at 9am

**Interview Date:** Friday 24th February 2023

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

An exciting opportunity has arisen for a Finance Officer, a key member of the team, ensuring the provision of a high quality service to staff, students, employers and other external contacts. The successful candidate would lead in finance related processes and support in payroll and HR related data reporting.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> <li>• 36 days holiday including bank holidays and College closure days (increasing to 41 days holidays after 5 full academic years service)</li> <li>• Enhanced/LGPS pension contributions</li> <li>• Access to a free gym on site</li> <li>• Reduced cost train travel</li> <li>• Access to free onsite car parks</li> <li>• Professional Development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Fantastic organisational skills</li> <li>• Strong numeracy skills</li> <li>• Excellent IT skills, including spreadsheets</li> <li>• L3 AAT or qualified by experience</li> <li>• Attention to detail</li> <li>• The ability to use their initiative to meet deadlines and manage their own workload</li> <li>• Proven communication skills</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk). Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

**Previous candidates need not apply**

Although this is a full time role, there may be some flexibility in working patterns

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## Job Description

<b>JOB TITLE</b>	Finance Officer
<b>SCALE</b>	Scale point 24-27
<b>RESPONSIBLE TO</b>	Finance Manager

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF JOB

To be a member of the Finance team as Finance Officer providing a high quality service to staff, students, employers and other external contacts. To lead in finance related processes appropriate to the post working with the Finance Manager and wider team. To support in payroll and HR related data reporting, working with the Payroll Officer and HR Manager

### DUTIES AND RESPONSIBILITIES

- Complete monthly financial control procedures, reconciling a number of ledger accounts e.g. college credit cards, bank and petty cash reconciliation, sales and purchase ledger balance checks, wages control account and student fund balances.
- Assist the Finance Manager in the production of the quarterly management accounts for senior management.
- Manage and delegate tasks arising from incoming correspondence to the department ensuring prompt responses to all internal and external enquiries.



- Management of the Sales ledger which covers a variety of income streams. Ensuring all income is received in a timely manner, including administration of the student instalment system and debt recovery processes. Reporting on a regular basis to College Management.
- Assist in the training of non finance staff in cash handling; supervise the administration of the cash book, banking and petty cash system.
- Co-authorise supplier payments. Check and coordinate the monthly 3rd party deductions for payroll, eg HMRC and pension payments.
- To support the department in maintaining accurate records in College systems, such as ProActis, Sun Finance, Cintra payroll and Unit-e student records system.
- Provide support to the Payroll Officer with payroll and pension administration and input on a cover basis. Managing use of spreadsheets to collate payroll data for input.
- Assist the Finance manager with checking of the monthly payroll.
- To collate numerical HR and payroll reports including workforce data, pension scheme returns and calculation of staff holiday entitlements. Assist the Finance Manager with other internal and external reporting.
- To promote and ensure cross college compliance with the College's Financial Regulations. Carry out specific compliance checks.
- Complete annual review and compliance checks for PCI DSS (Payment card security requirement)

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good standard of general education (Level 3 or equivalent level)	✓	
Qualification to a minimum of Level 2 Literacy and Numeracy (or equivalent)	✓	
AAT level 3 qualification/qualified by experience	✓	
AAT level 4 qualification		✓
Prior experience of working in a busy Finance office environment undertaking a range of accounting processes	✓	
Experience of payroll processing		✓
Excellent written and verbal communication skills, showing high level of customer service skills	✓	
Experience of work requiring high level of accuracy and attention to detail whilst working to deadlines, demonstrating a well organised approach to tasks and workload management.	✓	
Strong IT literacy using computerised office and finance systems	✓	
Ability to use spreadsheets to collate and interpret data into user friendly reports	✓	
Level 2 Excel spreadsheet qualification		✓
Able to work effectively as a part of a team, including some supervisory skills, as well as independently	✓	
Experience with dealing with confidential issues with discretion & tact	✓	

## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of sectors. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**99% agreed with the statement: "I am happy with the teaching on my course"**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**98% of students agreed with the statement: "I am happy with the College overall"**

