

## **Finance Assistant**

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are looking to appoint a Finance Assistant to join our Finance team dealing with day-to-day finance duties and administration for the team. The successful applicant will ideally have experience of working within a finance environment, the ability to work in a friendly and professional manner and strong planning, organisational and communication skills. This post will be based at our University Road Campus, although there may be some occasions where the successful candidate will work from the Regent Road Campus.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a permanent post, with the possibility for this to be full time (37 hours a week), or 0.8 FTE (30 hours per week) to commence as soon as possible. Part time hours could be worked within term time or across the full year and would be agreed in discussion with the successful candidate. The salary will be on the Sixth Form Colleges' Support Staff pay scale 7-10. The starting salary for this post, based on a full-time post is £21,273 per annum. The salary is pro-rated for part time hours.

We offer an exceptional package of benefits to our staff, which for this post includes;

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

## **APPLICATIONS**

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Sunday 12<sup>th</sup> February 2023**

Interviews will be held on **Tuesday 21<sup>st</sup> February 2023**. Full details will be emailed out to candidates.

**Please return all completed applications via e-mail only to [vacancies@wqe.ac.uk](mailto:vacancies@wqe.ac.uk)**

Finally, I would like to thank you again for your interest in this post and I hope that we may hear from you in due course.

A handwritten signature in black ink, appearing to read 'Paul Wilson'.

**Paul Wilson**  
**Principal**