PRIESTLEY COLLEGE WARRINGTON

Finance Assistant

APPLICATION PACK



Proud to be part of TCAT
THE CHALLENGE ACADEMY TRUST

JOB DETAILS
HOW TO APPLY

Start Date	As soon as possible, subject to successful pre-employment checks including a DBS or a check against the DBS Update Service if registered.
Working Arrangements	Full time (37 hours per week, Monday to Thursday 8.30-4.30, Friday 8.30-4.00pm) Permanent. Full year, consideration may be given to a 42-week contract.
Salary	Point 6 to Point 12 on the NJC Support Staff Pay Scale (£25,558 to £29,544 per annum FTE)
Pension Scheme	Local Government Pension Scheme
Contractual Terms	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
Application Deadline	Midday on Monday 23rd November 2026
Interviews	Are expected to be held as soon as possible following the closing date.

How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

JOB DESCRIPTION

Job Title: **Finance Assistance**

Responsible to: **Finance Officer/ Finance Cluster Manager**

Job Description and Purpose:

Priestley College is seeking an organised, proactive and accurate Finance Assistant to join the busy Finance team.

The role offers an excellent opportunity for you to use and develop your financial and administrative skills in a rewarding educational environment. You will be contributing to the smooth running of the college by supporting accurate record-keeping, processing transactions and providing an efficient service to staff, students and suppliers.

The Finance Assistant will provide support to the Finance Officer with all financial duties on a daily basis. The postholder will work closely with the Finance Officer and relevant team members to ensure the accurate processing of financial transactions.

Job Duties and Responsibilities:

Finance

- Supporting staff with purchasing goods/services and placing orders when required
- Accurate recording and checking of invoices into the finance system
- Ensure all invoices/orders are approved by the relevant budget holder so that payment to suppliers can be completed in a timely manner
- Accurate raising of sales invoices
- Responsibility for the credit card reconciliation on a monthly basis
- Responsibility for Scopay (online parent payment system) related queries and tasks. Referring to the Finance Officer & Cluster Finance Manager for the resolution of complex or difficult queries
- Administration of Petty Cash
- Assisting with the collection and banking of official monies within the college and ensuring they are accounted for in accordance with financial regulations
- Using accounting software to produce and collate a variety of reports as requested by members of the finance team, budget holders and SLT
- Supporting staff to manage study visit income and expenditure

JOB DESCRIPTION

Job Duties and Responsibilities:

- Responsibility for the booking of transport for study visits and sports fixtures, including the college minibuses
- Assisting with month end and year end processes
- Adhering to financial policies and procedures

General

- Uphold confidentiality, integrity and professionalism in all aspects of the role
- Contribute to a positive, collaborative working environment and support the values of the college
- Participate in CPD and other training as required
- Any other duties that are in accordance with the purpose and grade of the post as may be reasonably required by the Principal.

PERSON SPECIFICATION

Finance Assistant

Key: A = Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
Relevant Experience:			
Experience of working in a busy finance office environment	✓		A
Experience of working in a college or school environment		✓	A
Experience of accounts payable (purchase ledger), dealing with supplier invoices and purchase orders	✓		A
Education and Training:			
Minimum of 5 A*-C or 9-4 grades at GCSE or equivalent including Maths and English	✓		A
Knowledge and Abilities:			
Confident using everyday IT applications, including Microsoft Office and experience of accounting software, and willing to learn our finance and payment systems including Civica Financials and Scopay	✓		A, I
Good organisational skills and a methodical approach to day-to-day tasks	✓		A, I
Good numeracy and literacy skills	✓		A, I
Ability to work accurately, pay attention to detail and meet agreed deadlines	✓		A, I
Personal Qualities:			
Clear communication skills and a friendly, helpful approach to working with others	✓		I
Ability to prioritise tasks, use initiative and ask for guidance when needed	✓		I
A positive, flexible approach and a willingness to learn	✓		I
Safeguarding:			
Suitable to work with children and young adults and/or vulnerable adults	✓		**DBS Certificate**
Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		

ADDITIONAL INFORMATION

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website www.priestley.ac.uk

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service. We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

Evidence of Identity

At interview, applicants will be required to produce the following:

Evidence of identity	**Confirmation of address**
Current, valid passport *and / or* Current, valid driving licence *and / or* birth certificate (issued at time of birth, full or short form)	Bank / building society statement or a utility bill (mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).

ABOUT PRIESTLEY





Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

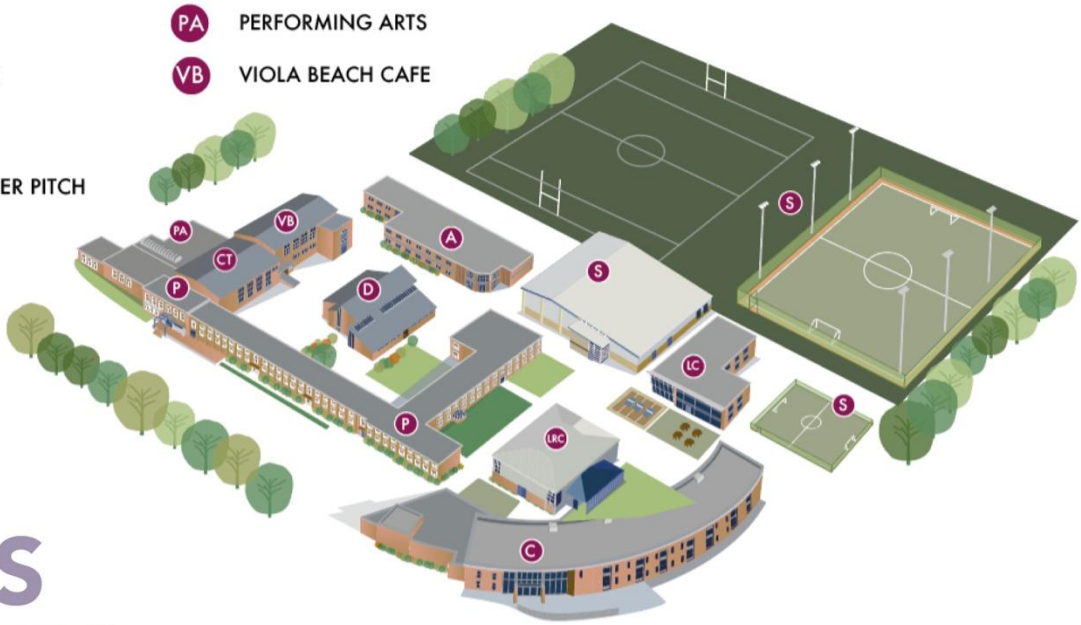
There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

OUR CAMPUS

Priestley has a welcoming campus similar to one you would find at a university.

- C — CRESCENT BUILDING / MAIN RECEPTION
- P — PRIESTLEY ENTRANCE
- CT — COSTELLO THEATRE
- LRC — LEARNING RESOURCE CENTRE
- LC — LEWIS CARROLL BUILDING
- S — SPORTS CENTRE / ALL WEATHER PITCH
- D — DESIGN CENTRE
- A — ARTS CENTRE
- PA — PERFORMING ARTS
- VB — VIOLA BEACH CAFE



CAMPUS FACILITIES

Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.



Viola Beach Café & Crescent Café

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Change Please Coffee as well as seating for groups.
The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.



OUR STAFF

ADAM BIRD



'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty Humanities & Social Science



JOSH CAMPFER



'Priestley puts the students first, we try to make sure that we push them to achieve and realise what they are capable of, while making sure they are fully supported.'

Teacher of Computer Games

RACHEL EDGINGTON



'Our college offers a unique blend of compassionate rigor, where you'll be challenged by your expert teachers to reach your full potential within a supportive environment. Being part of their journey as they discover their potential and push their boundaries is why I'm passionate about teaching dance at this level.'

Head of Priestley School of Performance

OUR STAFF BENEFITS

There are many additional benefits to working at Priestley College. Below is a summary of some key perks.

Health Assured

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.

Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.

Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).

Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.

Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.

Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

TCAT STAFF BENEFITS

As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.

TCAT

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