

## **COLLEGE ACCOUNTANT**

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 in a number of buildings across two closely located campuses, the larger campus next to the University of Leicester on University Road and a smaller campus at Regent Road.

The College's annual turnover is in the region of £16 million per year and the College considers its financial health and financial controls to be very strong. The College operates an electronic document management system so order processing, invoice approval and most payments take place electronically. The College uses the Resource 32000 accounts system and Cintra IQ as its integrated HR and payroll system and makes extensive use of Word and Excel.

The College has a set of Financial Procedures and Regulations which govern all aspects of the College's financial dealings and the work of the Finance Department is subject to external audit each year.

The Finance team comprises the College Accountant, a Finance and Payroll Officer and two Finance Assistants. The key accountabilities of the Finance Team include the financial planning processes for the College, regular financial reporting, payroll and pension matters, management of cash balances and oversight and advice in relation to the College's procurement activities. The successful applicant will be responsible for the day to day management of all aspects of the College's financial management and has oversight of the College's monthly payroll and pension returns. In addition the College Accountant is responsible for the College's banking, VAT and other taxation arrangements and the external audit and assurance reviews.

The College Accountant will be a member of the College's Support and Business Services Leadership team and will work closely with other colleagues to support the provision of outstanding facilities for students, staff and visitors.

The successful applicant will have an accountancy qualification and substantial 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 the University Road Campus, although there may be occasions where the successful candidate will work from the Regent Road campus.

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 soon as possible. The salary will be on the Sixth Form Colleges' Support Staff pay scale 46-49. The starting salary for this post will be based on a full time salary of £37,571 per annum. A defined benefit pension scheme is also offered as part of the remuneration package for this appointment.

## **APPLICATIONS**

If you wish to apply for this post please return the completed application form including the personal details and equality and diversity monitoring forms.

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 10.00am on Monday 25 November 2019. Interviews for successful candidates will be held on Wednesday 11 December 2019. Short-listed applicants may be contacted via telephone, and therefore it is essential that appropriate contact numbers are included within the application.

If you have not received further communication from the College within 2 weeks of the closing date please assume that your application has not been successful on this occasion.

**Please return all completed applications to:**

**HR Department, WQE and Regent College Group, University Road, Leicester LE1 7RJ or via e-mail at [vacancies@wqe.ac.uk](mailto:vacancies@wqe.ac.uk)**

## **OUR CONTEXT**

WQE is a large, thriving and vibrant Sixth Form College providing courses for around 3700 students overall. We are ambitious and determined to build on our successes in providing the best possible learning experiences and outcomes for our students, in a welcoming and inclusive learning community.

WQE enjoys a strong reputation and this is reflected in its popularity with students, attracting applications from the City, from Leicestershire, Rutland and beyond. The majority of our students come from the City of Leicester, an ethnically and socially diverse urban area and the student body reflects this. The College operates from two very closely located and spacious sites, each adjoining the main University of Leicester campus and which provide pleasant, well-resourced and inspiring environments for our students and staff.

The University Road Campus is the larger of the two in size, accommodating around 2700 full time students and the Regent Road Campus currently accommodates around 1000 full time students.

## **THE CURRICULUM**

Across the University Road and Regent Road campuses the College offers a curriculum that is inclusive and accessible to students from a range of ability backgrounds from Entry Level through to Advanced Level, with the overwhelming majority at Advanced Level and equivalent courses at Level 3. The broad offer includes;

- A levels and equivalent classroom vocational/applied courses at Level 3, including Extended Diplomas
- GCSEs and equivalent classroom vocational/applied courses at Level 2, including English and Mathematics
- Level 1 vocational/applied courses and English for Speakers of Other Languages (ESOL)

## **STUDENTS AND THEIR ACHIEVEMENTS**

Examination results at advanced level are strong. A levels make up the majority of provision, and the pass rate in the summer of 2018 was over 98%; progression rates for students following programmes at other levels are also high. We are particularly proud that our results are achieved by students with a wide range of prior achievement and from diverse social backgrounds. This is a reflection of our commitment to widening participation and a culture of high expectations. Our students are responsive, like to learn and want to succeed. In a typical year the majority of them progress to higher education, many staying in the Midlands region but others going further afield.

Alongside excellent teaching, high quality support and guidance are crucial to our students' success. We invested in support for our students, with specific teams overseeing students' progress and these teams work closely with teaching staff, with staff responsible for Careers or progression and with the Student Services and Academic Support teams.

## **STAFF**

Across our two campuses, in the region of 370 teaching and support staff are the heart of our work and success. A striking feature of the staff is their loyalty; many have spent by far the greater part of their careers at WQE and remain as enthusiastic as ever. At the same time the College's recent merger and continuing growth and popularity provides opportunities for new staff to join, and the College is fortunate to still being able to attract high quality fields.

The College is strongly committed to continuous professional development and actively encourages all staff to reach their full potential. The College also continues to benefit from its very close links with five similar Sixth Form Colleges through the CENBASE peer development and review group with the mix of subject specific networks and the annual joint training day, focused on sharing practice in teaching and learning.

## **RESOURCES**

Our financial health is strong and we currently have a turnover of over £16m pa. Teaching areas are well resourced and we continue to invest in order to improve students' experiences. Our buildings and estate create an inspiring environment and are well maintained. As student numbers have increased and to keep the buildings in good order the following are examples of our investments in facilities and learning environment;

A £10m project was completed in 2009, providing new accommodation for Art and Design, Performing Arts, Business Studies, Economics and Accounting (together with a cafeteria) and the refurbishment of the Science Block. In addition the science accommodation was further extended in 2011 with the construction of a new building. In 2013 we opened a newly refurbished and extended student dining and social area and in January 2014, a new Learning Resource Centre was created and a new large Sports Hall and classroom block were developed.

More recently, developments have focused on improvements to teaching accommodation. In 2015 we undertook two substantial refurbishment projects, to create a suite of refurbished classrooms and a new suite of IT teaching rooms. A refurbishment programme to improve a large number of existing classrooms and to upgrade the decorative condition continues, with the summer 2019 seeing the most recent £1m investment to create two suites of refurbished classrooms and additional social and café spaces.



**Paul Wilson**  
**Principal**