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| SSFC%20Purple_thumb | **BRIEF DESCRIPTION OF THE FINANCE TEAM** |

The College’s small, busy and friendly finance team consists of:

* Finance Director
* Procurement Manager
* Finance Manager
* Purchase Ledger Assistant (afternoons/full day Fridays) **THIS POST**
* Finance Assistant (mornings)

All staff are part-time, with the exception of the Finance Manager. The College is financially sound and has achieved the top possible Education & Skills Funding Agency (ESFA) score available for financial health. We currently use Symmetry accounting software (to be replaced in August 2018), for which prior experience is not required and training will be given. The office receives regular visits by both internal and external audit firms.

The College will become a member of the Ninestiles Academy Trust group of local schools from 1st August 2017.

All staff benefit from free on-site parking, a staff room and free use of the College’s sports facilities before 5pm on weekdays. There is an on-site café and Costa. Capellas Nursery also provides childcare on-site. The attractive campus is adjacent to Brueton Park and within walking distance of Solihull town centre and Touchwood shops.

**Income:** Of £10.4m total annual income, £10m is government grants. The remaining £0.4m income comes mainly from students/ parents who largely pay online via Parentpay, with a smaller number paying by cash or cheque. Income is processed by the Finance Assistant, although you would cover periods of absence.

**Expenditure:** Most items under £1,000 are purchased by staff using government procurement credit cards. All larger transactions follow a traditional order requisition → order → delivery note → invoice → supplier statement route.

***Purchase Ledger Assistant vacancy***

The current postholder is leaving in August after sixteen years of service. This is a busy post that requires a person who is good at juggling several tasks simultaneously. You will be line managed by the Finance Manager.

You will work 9.00am to 4.00pm on Fridays plus three further afternoons per week, including during the College’s holidays. Total 20 hours per week.

***Information for candidates selected for interview****…*

*As part of the selection process you should expect a well defined exercise that will examine your ability to prioritise tasks and use your initiative to resolve typical day to day scenarios. It will require no prior preparation or knowledge of the College.*