

**Finance Officer**

**£32,920 – £34,736 pro-rata (depending on experience)**

**Part-time 0.608 fte, 1-year fixed Term Contract**

Bilborough College is a highly successful provider of post-16 education to approximately 1900 students. We are committed to excellence, innovation and opportunities for students in all that we do. We are looking for a Finance Officer to be responsible for the smooth and efficient operation of the Finance Office, under the supervision of the Trust Accountant

We are looking for someone who can assist with regular financial reports for all stakeholders, manage the college's finance system and ensure the proper implementation of the College's Financial Regulations.

You will be an organised individual with the ability to line manage the Finance Assistant, reconcile monthly accounts and manage the college budgets. As the College's Finance Officer, you will assist the external payroll provider to ensure accuracy and returns are made to external agencies on time.

If you have these skills and attitudes, we would love to hear from you. You will be required to be AAT qualified.

We are a Sixth Form College with a diverse student community. We particularly welcome applications from ethnic minorities as they are currently under-represented within our teaching staff.

The College is committed to safeguarding and promoting the welfare of all students in our care and expects all staff and volunteers to share this commitment. All staff appointments are subject to pre-employment screening including DBS clearance. We are an equal opportunities employer.

For further details please contact the HR Assistant on [Jodie.spencer@bilborough.ac.uk](mailto:Jodie.spencer@bilborough.ac.uk) . CVs will only be accepted alongside a completed application form. Please find an electronic application form on the vacancy page of the website.

Closing date: 9.00 am on 6<sup>th</sup> January 2023

Interviews for shortlisted candidates will be held week commencing 9<sup>th</sup> January 2023