



Penryn
College

"Achieving through Challenge"

October 2020

Dear Applicant

Thank you for applying for the position of Finance Assistant at Penryn College.

We are seeking to appoint a highly professional, conscientious and organised Finance Assistant with excellent communication skills to join our hardworking and committed team. This role will also provide general admin support to the front office during busy periods.

The role will involve assisting in the operation of the College's computerised finance and accounting systems including SIMS FMS, FMS Accounts Receivable, ParentPay and Fastrak.

The successful candidate will assist with general finance work including the preparation and reconciliation of cash and cheques for banking in accordance with the College's security procedures and ensuring appropriate use of the College's bank accounts. Entering receipts, purchase orders, purchase invoices and sales invoices onto the accounting system and assisting with the production of the weekly BACS payment run. They should have excellent administration, IT and interpersonal skills, be able to work well under pressure and prioritise effectively. Applicants must have a clear understanding of the need for confidentiality and be able to carry out tasks independently with accuracy and diligence.

Previous experience of finance and administration work in a school, along with school practices and a working knowledge of SIMS would be an advantage.

This is a permanent position, working 3 days per week – 22.5 hours. The days are Wednesday, Thursday and Fridays, term time only plus an additional 12 days to be worked during the school holidays on days and times agreed with your line manager. These hours will be worked at certain times during the school holidays. This position will start as soon as possible.

As this is a term time only position you are not entitled to take leave during school term. School holidays are classed as your leave and payment for leave has been included in the calculation of your salary. The salary is proportionately reduced and paid for 46.987 weeks per year. The starting salary will be £9528 per annum.

The closing date for application forms is Monday 30th November at 9am. Interviews will take place during week commencing 7th December 2020.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to HR Office, Penryn College, Kernick Road, Penryn, Cornwall, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly

HR Officer

Enc



Headteacher: Paul Walker

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

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