



Penryn  
College

"Achieving through Challenge"

October 2021

Dear Applicant

Thank you for your interest in this important role at Penryn College. We are looking for an experienced Finance Officer to work closely with the College's Finance Manager in providing the school with the day to day running of all aspects of the financial functions of the College using SIMS, the FMS package and other systems as appropriate.

Duties will include supporting the Finance Manager with the production of school statistical information, making BACS payments, purchase order processing, reconciling the bank, income processing and supporting parents, pupils and staff in the use ParentPay. During school holidays duties may include supporting the front office and other administrative tasks as required.

It is essential that you are IT literate with Excel and Word, have excellent communication and time management skills, be highly organised and accurate and enjoy working with people at all levels. Experience of working with School's financial and information systems would be advantageous.

Penryn College is a lively thriving Academy which caters for over 1050 11-16 pupils in a modern building. We pride ourselves on offering the very best for our students so that when they leave us, they are confident and capable young people who are prepared to give something back.

This appointment is a full-time permanent position for 52 weeks per year on a Grade F with a starting salary of £17,388

This school is committed to safeguarding and actively promotes the welfare of children. The successful applicant will be subject to an enhanced DBS check.

The closing date for application forms is Wednesday 20<sup>th</sup> October at 9am. Interviews will be held during w/c 25th October.

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

Yours faithfully

*Gemma*

Gemma Ohly  
HR Officer



**Headteacher:** Paul Walker

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

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