



Penryn
College

"Achieving through Challenge"

December 2022

Dear Applicant

Finance Manager

Thank you for your interest in this important role at Penryn College. We are looking for an experienced School Finance Manager to work closely with the College's Operations Lead to be responsible for 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 Operations Lead to prepare school budgets, producing school statistical information, payments, reconciling the bank, income, payroll reconciliation, producing monthly reports and day to day management of the Finance Office.

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. A background of working at a senior financial level with budget management experience is essential. Working with School's financial and information systems would be advantageous.

Penryn College is a lively thriving Academy which caters for over 1150 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 H with a salary of £24,969 - £29,681. A grade I (£27,386 - £34,965) would be considered for a candidate with suitable school experience. The starting salary to be agreed within the range dependant on experience.

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 Friday 6th January 2023 at 9am. Interviews will be held during w/c 9th January 2023.

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, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly
HR Manager

Enc



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