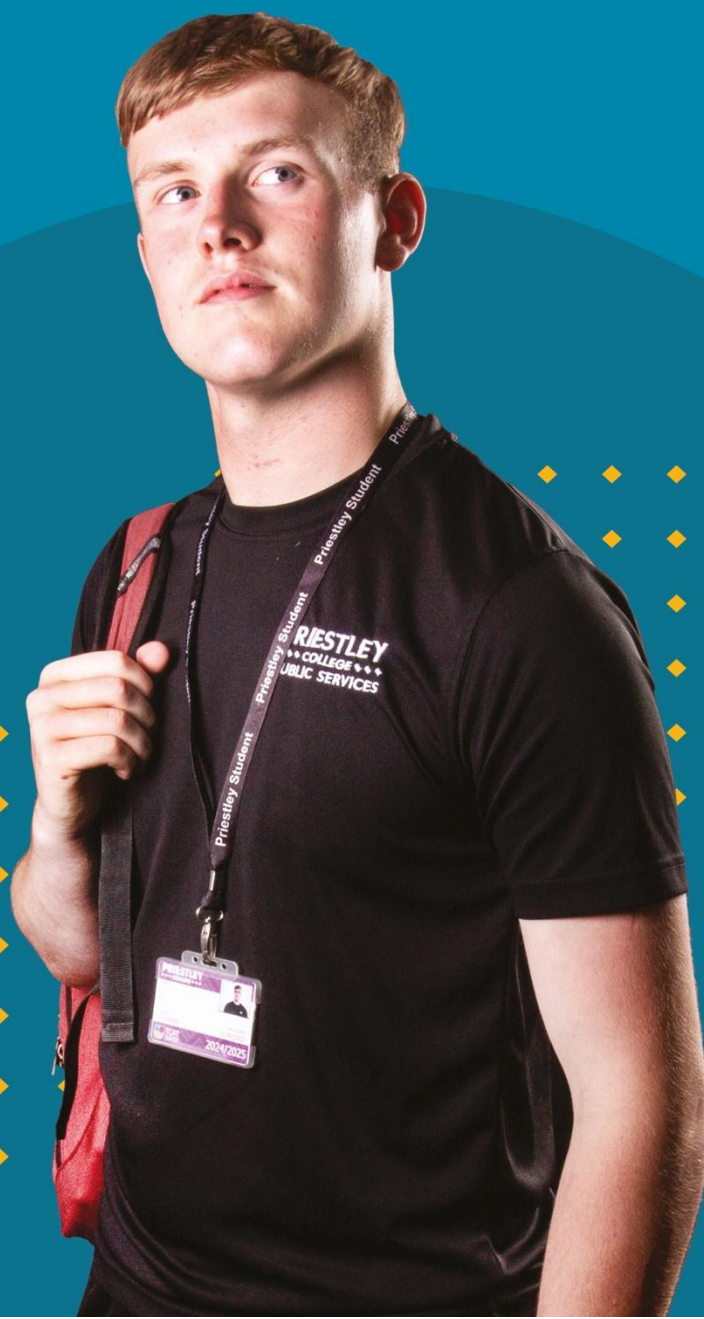




# Finance Officer

## APPLICATION PACK



# JOB DETAILS

## HOW TO APPLY



<b>Start Date</b>	As soon as possible, subject to successful pre-employment checks including a DBS check or a check against the DBS Update Service if registered.
<b>Working Arrangements</b>	Up to full time, 37 hours per week (minimum 28 hrs per week) may be considered. Full year. Permanent. Monday to Thursday 8.30am to 16.30pm, Friday 8.30am to 16.00pm.
<b>Salary</b>	Point 12 to Point 14 on the NJC Support Staff Pay Scale. (£29,544 to £31,324)
<b>Pension Scheme</b>	Local Government Pension Scheme
<b>Contractual Terms</b>	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
<b>Application Deadline</b>	Midday, Monday 23 <sup>rd</sup> February 2026
<b>Interviews</b>	Will be held w/c 2 <sup>nd</sup> March 2026

### How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

# JOB DESCRIPTION



**Job Title:** Finance Officer

**Responsible to:** Cluster Finance Manager/ Principal

## **Job Description and Purpose:**

Reporting directly to the Principal, you will supervise the College's day-to-day finance operations to ensure timely and efficient workflows. You will support the Cluster Finance Manager with reporting key data for higher level budget tracking and forecasting. You will ensure the finance office provides high quality customer service including effectively communicating with all stakeholders (e.g. budget holders, suppliers, staff and parent queries).

## **Job Duties and Responsibilities:**

### **Financial Processing & Controls**

- To input and process transactions in relation to all areas of finance including purchase ordering, invoicing, supplier payments, credit control and banking.
- To provide reports from the College's financial systems as required for budget holders and the Senior Leadership Team.
- To respond to and resolve supplier and staff queries.
- To respond to and resolve staff, student and parent queries in relation to Scopay, the College's online payment system.
- To prepare timely and accurate sales invoices and send to customers ensuring appropriate credit control processes are followed.
- To manage the College's Petty Cash Systems
- To manage study, visit income and expenditure, liaising with members of staff when organising study visits
- To assist with the collection and banking of official monies within the College and ensuring they are accounted for in accordance with financial regulations.
- To assist in the administration of the finances of the College activities not financed from public funds; maintenance of the accounts, ensuring necessary information is available, and the funds are controlled in accordance with proper accounting practice.
- To ensure timely bookings for transport for college study visits and sports fixtures as well as oversee College minibus bookings
- To support Finance assistants by acting as an escalation point to resolve queries with all stakeholders (e.g. staff, suppliers, parents)
- Ensure financial records are audit-ready and assist with the internal and external audit processes.



## **Job Duties and Responsibilities:**

### **Collaboration with Central MAT Team**

- To act as a point of contact for the Cluster Finance Manager, providing updates on day-to-day matters arising
- To assist with the financial year end process of the MAT

### **Team Leadership**

- To operationally line manage the Finance Assistants, providing support and training as required and complete annual performance reviews
- To attend meetings relating to finance processes, seeking clarification and guidance from the Cluster Finance Manager where required
- Act as the primary liaison between the Finance Office and College staff, holding regular catchups with key budget holders and attending meetings relating to finance processes including weekly attendance of the College Management/Business Support Management meeting
- Contribute to improvements in administrative processes within the office.
- Proactively communicate changes in financial procedures to all staff and parents, ensuring clarity and compliance across the College.
- Ensure strong supplier relationships, intervening in disputed invoices or payment delays to prevent service interruption.

### **General**

- To share the College's commitment to safeguarding and promoting the welfare of children and young people
- To carry out all duties with due regard to confidentiality and data protection regulations particularly with regard to student data
- To carry out all duties maintaining the highest levels of customer care and service and adhering to the Colleges' safeguarding and security policies at all times
- To carry out all other duties which are in accordance with the purpose and grade of the post as reasonably required by the college Principal and Cluster Finance Manager.

# PERSON SPECIFICATION



## Finance Officer

Key: A = Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
<b>Relevant Experience:</b>			
1. Experience of working in a Finance Office	✓		A, I
2. Experience of working in an educational establishment		✓	A
3. Experience of processing purchase orders / invoices	✓		A, I
4. Experience of handling & processing cash	✓		A, I
5. Experience of managing a staff or mentoring colleagues		✓	A
<b>Education and Training:</b>			
6. Minimum of 5 A*-C or 9-4 grades at GCSE or equivalent (including English & Maths)	✓		A, C
7. AAT Level 3 qualified (or equivalent experience)	✓		A, C
<b>Knowledge and Abilities:</b>			
8. Working proficiency of Microsoft Office, especially Excel & Outlook	✓		A
9. Well organised and able to work to deadlines	✓		A, I, R
10. Exceptional attention to detail and high levels of integrity.	✓		A, I, R
11. Knowledge of finance packages and cash office systems		✓	A, I
12. Self-motivated with the ability to work independently and as part of a team	✓		
13. Adaptable with a willingness to support other areas of the College as required	✓		I
<b>Personal Qualities:</b>			
14. A "can-do" approach to problem-solving.	✓		I
15. Commitment to change and improvement	✓		A, I
16. Confidence to communicate financial information clearly to non-finance staff (e.g., teachers, parents)	✓		A, I
17. Willingness to undertake training, as required	✓		A, I
18. Willingness to train & join First Aid Rota		✓	I
<b>Safeguarding:</b>			
19. Suitable to work with children and young adults and/or vulnerable adults	✓		DBS Certificate
20. Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		



# ADDITIONAL INFORMATION



## Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website [www.priestley.ac.uk](http://www.priestley.ac.uk)

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about) and for information relating to the DBS Update Service visit [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

## Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

## Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

## Evidence of Identity

At interview, applicants will be required to produce the following:

### Evidence of identity

Current, valid passport  
and / or

Current, valid driving licence  
and / or

birth certificate (issued at time of birth, full or short form)

### Confirmation of address

Bank / building society statement  
or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

## References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

## Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).



# ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.





# OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH

- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



## CAMPUS FACILITIES

### Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

### Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

### Viola Beach Café & Crescent Café

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Change Please Coffee as well as seating for groups.

The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

### Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.





# OUR STAFF



## ADAM BIRD

'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications



## LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty Humanities & Social Science



## JOSH CAMPFER

'Priestley puts the students first, we try to make sure that we push them to achieve and realise what they are capable of, while making sure they are fully supported.'

Teacher of Computer Games



## RACHEL EDGINGTON

'Our college offers a unique blend of compassionate rigor, where you'll be challenged by your expert teachers to reach your full potential within a supportive environment. Being part of their journey as they discover their potential and push their boundaries is why I'm passionate about teaching dance at this level.'

Head of Priestley School of Performance



# OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



## Health Assured

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



## Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



## Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



## Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



## Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



## Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!



# TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



## Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



## TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



## Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



## Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



## Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



## Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



## Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



## Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



## Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



## Entitlement to occupational sick pay

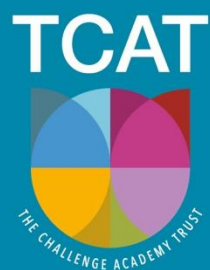
Up to six months full pay and six months half pay in the event of being unable to work.



## Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.





**PRIESTLEY**  
◆ ◆ ◆ **COLLEGE** ◆ ◆ ◆  
WARRINGTON

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