



Finance Assistant

We are looking for a calm, friendly person with good communication skills to join our fantastic team at Wyvern and become one of our Finance team.

This opportunity has been created as a result of the promotion in the team, and restructure of the Finance duties at College.

Main tasks will include all aspects of student related Finance (e.g. cashless catering, online payments) assisting with Trip preparation and organisation. The role will include ordering goods and services following appropriate procedures and authorisation processes.

Grade C £23,115- £24,140 (FTE) pro rata (£12.01-£12.55 per hours) pay award pending wef 1st April 2024

Term time only + 1 wk (40-week contract)

Monday to Friday – Anticipated 30 hours per week. Worked between the core hours of 9am and 2pm

Hours start and finish time are by negotiation, non-term time week worked by arrangement depending on the needs of the college specific to this role.

The College has consistently high achievement and the college was categorized as good in its last OFSTED inspection in December 2023.

It has a highly experienced, inspirational and dynamic staff team who are key to the continued success of the college and where staff feel valued for their contribution.

We offer:

- A friendly and supportive work environment where staff feel valued
- Good training & development opportunities
- Discounted childcare in our on-site nursery
- Discounted use of our sport and fitness facilities
- Free parking & many other benefits
- Local Government Pension Scheme
- Up to 27 days annual leave, plus bank holidays

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake a disclosure and barring service check. All appointments are subject to the satisfactory completion of all pre-employment checks.

Application packs available from www.wyverncollege.org.uk/recruitment

Please note: CVs will not be accepted as an alternative form of application and will not be placed into shortlisting

Closing Date: Monday 7th October 12 Noon

Disclaimer: due to the high volume of applications we receive, we reserve the right to interview earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.