



Finance Officer

To commence as soon as possible
Hours of Work: 37 hours per week, Monday to Friday, 52 weeks

Qualified Salary: Support staff pay spine 23 - 27 - £19,381 - £22,142 per annum
Unqualified Salary: Support staff pay spine 19 - 23 - £17,700 - £19,381 per annum

(Actual salary will be dependent on relevant skills, qualifications and relevant experience)

We are seeking to appoint an enthusiastic and professional individual looking for an opportunity within Finance. As a Finance Officer you must possess strong Excel skills, attention to detail and be numerate.

Ideally you will be AAT qualified to level 4, but if not, it will be essential for you to study this alongside your role, which will be supported by the College.

As part of a small Finance team you must be a team player providing support as required and undertaking tasks with a positive attitude.

Due to the nature of the Finance function you must be able to manage and prioritise tasks to be able to meet deadlines.

Reporting to the Finance Director, the Finance Officer will have responsibility and ownership of specific tasks including Payroll. There is also a requirement for the individual to be innovative to ensure processes are efficient and easy to follow, and you must be able to provide support to the College in these areas.

Knowledge and experience of Payroll and Finance systems will be advantageous although not essential.

Thank you for showing an interest in our vacancy. To assist you with your application, please find detailed below a list of information contained within this recruitment pack:

Job Description
Person Specification
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Instructions for your application

If you require any further details about this post, please do not hesitate to contact the HR Department on 02392 344400.

JOB DESCRIPTION

Specific Key Responsibilities

1. To ensure accurate processing and payment of monthly payroll, working with an outsourced payroll provider to meet required payroll deadlines and provide in house support to employees.
2. Accurate completion of statutory pension returns as required for both Teachers' Pension scheme and Local Government Pension scheme.
3. Responsibility for accurate processing and payment of supplier invoices, regular reviews of creditor balances and reconciliation of Accounts Payable control accounts within the finance system.
4. To ensure accurate processing and payment of expense claims.
5. To follow the College Financial Regulations and Procedures when carrying out all finance related duties.
6. Deliver strong customer focused service to all users of the finance office including answering queries, providing information but whilst always maintaining the confidentiality of personal information as described in the College Data Protection Policy.
7. Provide cover within the Finance Department as required.
8. Assist the Finance Director with any ad hoc tasks as required.

General

1. Follow the College Financial Regulations and Procedures.
2. To provide a high level of customer service to students, staff and visitors
3. To fulfil your duty not to discriminate against students or potential students or staff
4. To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
5. To comply with the College Equality, Diversity and Inclusion Policy
6. To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
7. At all times, challenge students who are not displaying ID badges and ensure appropriate interventions are in place for those who persistently do not adhere to this requirement.
8. Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process
9. Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
10. Any other duties as may be reasonably allocated from time to time by the Principal

Person Specification – Finance Officer

Listed below is a person specification for this post. Candidates are invited to provide evidence of qualifications, experience, qualities and skills listed.

	Essential	Desirable
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Qualifications	Level 2 qualification in maths Level 2 qualification in English AAT qualified or to commence studies on appointment	Bookkeeping / accounting qualification
Experience	Experience of working in an office environment Experience of working in a busy environment where deadlines and targets have to be met	Working in a finance office. Experience of using accounting software Systems experience Cash handling experience
Professional knowledge and skills	Good verbal, written and communication skills. Very confident in the use of Microsoft Excel in particular, as well as Word. Outstanding accuracy and attention to detail	Knowledge of accounting software
Interpersonal Skills & Attitude	Good customer service skills Ability to relate to students in the 14-19 age group Ability to contribute actively to a team Able to work productively under the direction of the line manager Able to organise own work and show initiative in developing the role A positive can-do approach to work	
Other Attributes	<p>Applicants should be:</p> <ul style="list-style-type: none"> Self-motivated and show initiative Trustworthy and loyal Highly professional Keen to establish the highest possible standards Aware of and actively promoting equality and diversity Imaginative, creative and innovative Able to problem solve and stay calm Well organised with very good time management skills Able to maintain a sense of perspective and make sound judgements when under pressure Able to adapt well to change Self-aware, emotionally intelligent and showing intelligent kindness Willing to contribute to the broader professional, social and enrichment aspects of College life Able to set and achieve challenging personal targets Able to work with a sense of humour and enjoy their work Curiously smart – developing new ideas, seeing problems to solve 	

Information about Portsmouth College

At the start of the 2006/7 academic year, Portsmouth College was just beginning a long journey to where we are today. With just over 650 16-18 year old students, a poor profile in the city, facilities much in need of a face-lift and student success rates which left a lot to be desired, things needed to change. Thirteen years on, with the support of a brilliant team of staff and governors, as well as a wide range of great city partners, Portsmouth College has been transformed. This has since been reflected through the recent Solent Regional Area Based Review (ABR) process from which Portsmouth College has emerged as a viable, resilient and robust institution, proudly continuing as an independent, standalone, high quality and innovative sixth form college.

Student Enrolment, Success and Progression

16-19 year old student enrolments are now over 1,400, having literally doubled in the last thirteen years. With recent 15% growth, Portsmouth College is one of the fastest growing colleges in the UK in percentage terms. The College is now the first choice institution for the majority of 16 year olds leaving the city's state secondary schools. It has also begun to draw students in from the private sector, with students from the High School for Girls, Mayville High School and St John's College all now enrolled. It is also beginning to draw students in from farther afield; Fareham, Gosport and Isle of Wight based learners are all now attending.

We are well known for being a College which is filled with positive energy and which has a unique structure of the day: 9.55 am – 4 pm, in two blocks, for all lessons and no trapped time for students. Eight successive years of improvements in results have also played a big part in our growth. Record numbers of level 3 students were successful in their courses last summer and 45% of them achieved A* - B grades or their equivalent. Numbers of students progressing on to Russell Group and other top 30 universities have also increased significantly between 2011 and 2018.

We were graded 'good' in all areas by Ofsted in March 2017. In a glowing report inspectors said that the College was an institution where *'students flourish, become more confident, enjoy their studies and make good progress.'*

A Culture of Innovation

The College has continually sought to innovate over the last twelve years. This has been most obvious in the unique 'Curious and Creative Learning' project which has seen all students, teachers and student-facing support staff receive an iPad. These are being used to transform learning, teaching and assessment at the College.

The devices provide teachers with the technology to make lessons ever more interesting, up to date and engaging. They give students the chance to develop the independent research and digital literacy skills that are vital to their success at College and in the world beyond, and which are much valued by leading universities and employers. The project continues to genuinely transform the way everyone works at the College. The College has also embraced the need to develop the employability skills of its learners, to help them progress successfully to further study and employment. The 'E6 Programme' provides all students with the opportunity to undertake work experience, volunteering placements, enterprise programmes, get more exercise and sign up for 'PEP' talks. These 'PEP' talks help students prepare for progression to either university or the world of work, with expert outside speakers running workshops. The enterprise programme sees interested students given the chance to develop their own small business ideas and put these into practice. Work experience is being arranged for students with a wide range of employers across the city. Students are also able to volunteer to help in a range of settings, most notably primary school classes, assisting with reading and maths. Students are offering life-changing one-to-one help in these contexts.

The College Sports Academy runs not only the traditional team sports in areas like football, rugby, hockey, netball and basketball, but also a range of exercise classes and individual participation sports such as Zumba, futsal, table-tennis and boxercise. The 'E6 Programme' is designed to equip students with the wider soft skills they need to succeed at university and in work. The programme also complements the work the College is doing with local employers, through the provision of a growing range of apprenticeship frameworks. These are allowing students to 'earn while they learn'; spending four days a week at work and a day a week getting sector-specific qualifications in College.

This culture of innovation enabled Portsmouth College to win an Association of Colleges Beacon Award for the use of Technology in FE, 2017/18, effectively meaning we are the best College using hand-held technology with our students in the country! We were also shortlisted for the Times Educational Supplement Awards in the 'Best Teaching and Learning Initiative' and 'Outstanding Use of Technology', putting us in the top three nationally in both these categories.

Partnership Working

The backbone of the success of the last thirteen years has been the genuine partnership working approach the College has adopted in all that it does. The Principal and all staff have worked hard to meet the needs of the local community whenever and wherever they have been able. The very close working relationship with the city's secondary schools is testament to this.

From simple changes such as holding our interviews in the evenings and at weekends so pupils don't miss lessons, through providing a specialist 'more able' programme for the highest achieving pupils in schools, to running revision workshops for year 11 pupils in the run up to their GCSE exams, the College always seeks to work in harmony with local schools. This work was given national recognition in 2017 when the College came runner up in the Sixth Form Colleges Association Community Impact Award.

More broadly the College is also well represented on a range of bodies, organisations and working parties across the city, it co-operates closely with Portsmouth City Council and is a member of the Portsmouth Education Partnership. It also has excellent relationships with the local authority, elected councillors and both local MPs. The ethos of the College is built around local, effective collaboration and it always seeks to meet the needs of the city.

2005 to 2018 has seen enormous change in the world of post-16 education. This has been more than matched by the changes at Portsmouth College. It is now a thriving institution, woven into the fabric of the city, embracing innovation, continuing to recruit ever more students and delivering better and better outcomes for them. The College now wishes to sustain, consolidate and strengthen its Ofsted grade of 'good' whilst continuously striving for excellence.

Principles of Recruitment

- We aren't afraid to appoint people who are smarter and more knowledgeable than we are.
- We don't recruit people we can't learn from or be challenged by.
- We seek to appoint people who will add to our product *and* our culture.
- We don't recruit people who won't contribute well to both.
- We seek to appoint people who will get things done.
- We don't recruit people who just think about problems.
- We seek to appoint people who are enthusiastic, self-motivated, and passionate.
- We don't recruit people who just want a job.
- We seek to appoint people who inspire and work well with others.
- We don't recruit people who prefer to work alone.
- We seek to appoint people who will grow with your team and with the College.
- We don't recruit people with narrow skill sets or interests.
- We seek to appoint people who are well rounded, with unique interests and talents.
- We don't recruit people who only live to work.
- We seek to appoint people who are ethical and who communicate openly.
- We don't recruit people who are political or manipulative.

Summary of the terms and conditions of employment

1. This is a permanent 37 hours per week appointment, to be worked Monday to Thursday 9.00 am to 5.00 pm and Friday 9.00 am to 4.30 pm, to include a 30 minute unpaid lunch break each day.
2. Salary (AAT qualified) is paid at spine point 23 - 27 of the Support Staff pay spine, currently £19,381 - £22,142 per annum, salary (unqualified) is paid at spine point 19 - 23 of the Support Staff pay spine, currently £17,700 - £19,381 per annum, (depending on relevant experience and qualifications). Salary is paid in 12 equal instalments and is paid monthly directly into a bank or building society account.
3. Sick leave is in accordance with the procedures laid down by Portsmouth College.
4. Holiday entitlement for this appointment is 22 days, increasing to 27 days after completing 5 years' service with Portsmouth College. This holiday is in addition to public and bank holidays per annum.
5. The post holder will automatically become a member of the Local Government Pension Scheme, but will have the opportunity to opt out. Employee contributions will be between 5.8% - 6.5% of salary.
6. This post is subject to a probationary period of up to six months. We view probation as a supportive process but if performance is not satisfactory it could lead to the termination of the contract.

Instructions for applying

Should you wish to apply for this position please complete a College application form. This can be downloaded from our website, www.portsmouth-college.ac.uk or alternatively contact the HR Department on 023 9234 4400 for an application form. **C.V.s alone will not be accepted.**

Please return completed applications to the HR Department by **10 am on Friday 7th June 2019**. We may choose to close the vacancy ahead of the closing date therefore please ensure you apply early.

Interviews will take place on the afternoon of Tuesday 18th June 2019.

The interview process will comprise of a practical task as well as a formal interview.

If you have any further questions, please do not hesitate to contact the HR Department on 023 92 344400.