

FURTHER INFORMATION
FINANCE ASSISTANT (Part Time, Fixed Term)

The Post:

The Finance Department is run by the Director of Finance and Estates, who reports directly to the Principal. The College finance function consists of a part-time Project Manager, a part-time Payroll Manager and a Senior Finance Assistant who report to the Director of Finance and Estates, and one part-time Finance Assistant who reports to the Senior Finance Assistant.

The College uses the Sage 200 computerised accounting system, which runs on the College IT network, in order to produce management accounts for senior management and Trustees, cost centre reports for departmental management, as well as statutory accounts and other reports. The College is seeking to appoint a part time Finance Assistant whose role will include the following responsibilities: -

1. To process all invoices received by the College
2. To ensure all invoices are appropriately authorised
3. To ensure all invoices are coded to the correct department and code
4. To set up and maintain supplier account data
5. To reconcile and process staff expenses
6. To support staff in their use of College credit cards
7. To ensure all relevant documents have been scanned and filed on the Finance System
8. To prepare and process supplier and staff expense payments, including sending out remittances
9. To support staff in raising purchase orders
10. To process photocopying and LRC recharges
11. To monitor the general finance email account
12. To run creditor reports at the monthend
13. To support all members of the finance team as and when required

Hours:

This post is a part time, fixed term, term time only plus 2 weeks in the summer holidays (20 hours per week, five days per week, for 41 weeks per year). The additional weeks to be agreed with the Finance Manager each year – one in July and one late August.

Salary:

The salary will be £14,419.15 per annum inclusive of fringe area allowance.

College Year:

The College year runs for a period of twelve months from 1st September – 31st August, with the Autumn term often starting in the last week of August. Term time is 39 weeks. Working hours for full time staff are 36 hours per week, 8.45 – 5.00 pm (Mon-Thurs) and 8.45 – 4.45 pm (Fri) excluding lunch breaks.

If you require any further information about the role, please contact swiles@esher.ac.uk

Closing Date: **9am, Wednesday 24 September 2025**
Interviews to be held the week commencing the 29 September 2025