Bishop Auckland College



RECRUITMENT PACK

Finance Administration Assistant

For more information, visit our website!

www.bacoll.ac.uk

Why work with us?

Bishop Auckland College group offer a warm, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We support growth and development of our staff through investment in high quality continuous development opportunities, industry updating and individual mentoring.

We know that the success of the BAC Group is built on our focus on inclusion, community and employers, all underpinned by the brilliant work of our exceptional team of dedicated staff.

BAC Group is a great place to work and we hope we have a vacancy to interest you in becoming part of our team!

Staff benefits

Some of our amazing benefits of working within the Bishop Auckland College Group:

- 4.5 day working week, closing at 12 noon on a Friday
- Exceptional annual leave entitlement
  - Teaching staff - 9.8 weeks pro rata
  - Management - 8.4 weeks pro rata
  - Support staff - 7 weeks pro rata, rising to 8 weeks pro rata after 5 years of service
- Easter and Christmas closure
- Annual staff barbeque
- Access to Local Government Pension Scheme and Teachers' Pension Scheme
- Free gym membership for the onsite gym at Bishop Auckland Campus
- Extensive CPD opportunities
- Discount at local businesses
- Free parking at Bishop Auckland College campus and South West Durham Training
- Discounted hair and beauty treatments

Welcome to Bishop Auckland College - a place to grow, inspire and succeed

Thank you for your interest in joining Bishop Auckland College. We are delighted that you are considering becoming part of our dynamic and dedicated team. At Bishop Auckland College, we are more than an educational institution - we are a thriving community committed to making a difference in the lives of our students and the wider region.

At Bishop Auckland College, we believe that education is a powerful force for positive change. Our mission is to create an inclusive and supportive learning environment where students can achieve their full potential. However, this mission would not be possible without the expertise, passion and dedication of our staff. Our people are the foundation upon which our success is built, and we are committed to investing in your professional growth, well-being and career progression.

We take pride in being a College that not only educates but also inspires and empowers individuals. Whether you are a teacher, administrator or specialist in your field, you will find a fulfilling and rewarding career at Bishop Auckland College.

We invite you to explore the opportunities available and take the next step in your professional journey with us. Together, we can make a difference in the lives of our students and the communities we serve.

Join us at Bishop Auckland College - where your future begins.



Shaun Hope, Principal / Chief Executive

Creating positive change through education and learning

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:
Regulated Activity ✓ Specified Place ☐ Opportunity for contact with children ☐
DBS checks required:
Enhanced DBS check ✓ Barred list – Children ✓ Barred list – Adult ☐

Closing date for receipt of applications: Sunday 29 November 2026 at 23:59

Finance

Finance Administration Assistant

20 hours per week, permanent position to commence as soon as possible

Post No.: RS26/27/153

Salary: harmonised pay scale 10-12 (£25,812.38 - £26,412.67 pro rata)

Responsible to: Head of Finance

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: Providing administrative support to the Finance Department, including supporting the administration of learner support funding and student financial support schemes, alongside general administrative duties to support the effective operation of the department.

Objective of the job: To provide high-quality administrative support to the Finance Department, with a particular focus on supporting the administration of learner support funding and related student financial support schemes. The postholder will work alongside the member of staff responsible for learner support funding, providing dedicated administrative capacity to support the effective delivery of these processes, particularly during busy periods.

The postholder will also provide general administrative support across the Finance Department, helping to reduce the administrative workload across the team and enabling colleagues to focus on their wider financial responsibilities.

Candidates for the post of **Finance Administration Assistant,** must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Level 2 qualification in a relevant subject. Level 2 in Literacy Level 2 in Numeracy Safeguarding Level 1 (to be achieved within 6 weeks)	Business Administration qualification Level 2 Equality & Diversity	Application Form Certificates
Experience	Experience in an administrative, customer-facing or team-based environment.	Experience of working within a financial position.	Application Form References Interview
Knowledge and skills	Good organisational skills with a high level of accuracy and attention to detail.	Familiarity with Microsoft Office applications.	Interview References

	Essential	Desirable	Where identified
	Ability to communicate clearly and effectively with a wide range of people. Good numeracy and literacy skills, with the ability to accurately process financial information, perform calculations and maintain records. Ability to prioritise tasks, manage workloads effectively and meet deadlines. Confidence in using computers and the ability to learn new systems and applications. Ability to handle sensitive and confidential information with discretion, ensuring compliance with UK GDPR, the Data Protection Act 2018 and organisational data protection policies and procedures.	Understanding of administrative or financial processes.	
Personal qualities, attitude and behaviours	Positive and professional approach. Willingness to learn and develop new skills. Ability to work effectively as part of a team. Proactive approach and willingness to use initiative. Flexible and adaptable approach to work. Reliable, conscientious and customer-focused.		Interview

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

Our cultural behaviours

Constantly strive to improve…yourself, others and the group
Group over self…do what's right for the group

Pick up the litter…never be too big or too busy to do the things that need to be done
Communicate with kindness and clarity…be positive and constructive
The difference is in the detail…focus on the inputs and the outputs will look after themselves

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

Learner Support Funding – Administrative Support

a) Provide administrative support to the administration of learner support funding applications, including maintaining accurate and up-to-date records.

b) Assist with assessing applications and supporting evidence for completeness and accuracy, referring any queries or discrepancies to the appropriate member of staff.

c) Maintain learner support information within College systems and databases, ensuring records are accurately updated.

d) Support the administration of bursaries, discretionary support funds and other learner support schemes under the direction of the responsible member of staff.

e) Assist with travel support arrangements, including ordering, issuing and maintaining records relating to travel cards and transport assistance.

f) Support the ordering, distribution and record keeping of learner resources, kit, equipment and other funded items.

g) Assist with the administration of learner support payments, ensuring appropriate supporting documentation is maintained and payments are processed in accordance with College procedures and delegated authority.

h) Respond to routine enquiries from learners, parents, carers and staff, referring queries requiring further knowledge or decision-making to the appropriate member of staff.

General Finance Administration

i) Provide general administrative support across the Finance Department, undertaking routine administrative tasks and supporting colleagues in the effective delivery of their responsibilities.

j) Assist with the maintenance of financial and administrative records, including electronic filing systems and document management.

k) Support the preparation of information, reports and returns as required by the Finance Team.

l) Assist with the organisation and administration of departmental activities, processes and procedures.

m) Provide administrative support to colleagues across the department, adapting to changing priorities and the evolving responsibilities of the Finance Team.

General Responsibilities

n) Liaise with curriculum, student services and other College departments to support the efficient delivery of learner support and finance administration activities.

o) Ensure compliance with College policies, procedures, funding requirements and data protection legislation.

p) Contribute to the continuous improvement of administrative processes and procedures.

q) Undertake any other duties commensurate with the grade of the post as reasonably requested by the line manager.

Person Specification/Job Description

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

Last updated: November 2026