

Applicant Pack – Finance Officer

Salary: £22,885.96 per annum (£31,324.00 per annum FTE) – Point 14 of the Support Staff Pay Scale

Working hours: 30 hours per week, 6 hours per day, Monday to Friday, plus a 30-minute unpaid break.
The exact working hours to be agreed with the successful candidate but will need to fall between 8.30 am and 4.30 pm. For example, 9.15 am to 3.45 pm, with a 30-minute unpaid break in the middle of the day.

Working weeks: Term-time (39 weeks), plus 1 week which must be worked during the College summer holiday period, plus one further week to be worked in agreement across the year with the line manager (41 weeks in total).

Pension: West Yorkshire Pension Fund, plus Death in Service Grant of 3 x your annual salary

Contract type: Permanent

Other benefits:

- Access to the Schools Advisory Service EAP, offering counselling, physiotherapy and other support services
- Free use of onsite gym facilities (6.45 am to 8.15 am and 4.00 pm to 7.00 pm)
- Eye test vouchers
- Flu vaccination vouchers
- Cycle to work salary sacrifice scheme
- Health and wellbeing events throughout the year, including a dedicated staff wellbeing day
- Enhanced maternity and paternity pay
- Opportunities for personal and professional development

Reports to: Finance & Payroll Manager

Closing date: Sunday, 1 November

Start date: 04 January 2027

Welcome Letter

On behalf of Greenhead College, thank you for your interest in the post of Finance Officer. We are pleased that you are considering Greenhead College as the next stage in your career, and we hope, subject to matching our criteria, you will apply.

Greenhead College is situated on a welcoming and attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are just a short drive from the M62 and within walking distance of both the train and bus stations, making the College highly accessible for applicants from across the Northwest and Yorkshire.

Approximately 2900 students attend the College studying predominantly A Level courses across 35 subjects. The academic structure of the College is based on Heads of Curriculum who are subject specialists. The College also employs a team of Tutors, experienced in pastoral care, careers guidance and trained in Mental Health First Aid. Alongside their academic studies, students benefit from a rich extra-curricular enrichment offer and a wide range of project and work placement opportunities through our *Step Into Your Future* scheme.

Our commitment to student and staff well-being is reflected in our achievements. In July 2024, we received the Further Education Mental Health Gold Award in recognition of the comprehensive support we provide. In March 2025, OFSTED once again graded the College as 'Outstanding' in all six key areas, and as making a strong contribution to skills needs, identifying no areas for improvement. Most recently in April 2025, we were honoured to be named Further Education College of the Year at the Educate North Awards. These accolades highlight the dedication and high standards demonstrated by our students and staff across all roles.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic priorities.

This is an exciting time to be joining us. We were one of only 50 schools and colleges nationally to receive multi-million-pound funding for a new four-storey science building, which opened in November 2023, with the final building work and landscaping completed in August 2025. We continue to invest in our facilities and have an ambitious capital investment plan spanning the next five years.

If you have any queries about this role, please contact our Human Resources Team via email jobs@greenhead.ac.uk who will be happy to help.

We look forward to receiving your application.

Best wishes,

Mo Bunter
Principal

Job Description

Key Responsibilities

- Monitor and respond to emails received in the Finance inbox, ensuring queries are dealt with promptly and appropriately.
- Sort, distribute and scan incoming post as required.
- Monitor and action daily checks on student lanyard requests, liaising with the IT & Digital Services team.
- Maintain accurate and organised finance filing systems, ensuring records are stored appropriately and are readily accessible.
- Manage Wisepay queries and related administration, including setting up trips and shop items.
- Place orders on behalf of departments in accordance with the College's purchasing procedures.
- Send invoices to relevant budget holders for approval, monitor outstanding approvals and follow up where necessary.
- Import supplier invoices into Access, ensuring information is recorded accurately and in a timely manner.
- Manage accounts which may include trips or main College account, including the accurate posting of related bank payments and receipts.
- Process and post monthly Barclaycard statements, ensuring transactions are recorded accurately.
- Complete supplier statement reconciliations and investigate and resolve any discrepancies identified.
- Raise sales invoices for services provided by the College.
- Arrange ad hoc G4S cash collections as required, ensuring appropriate procedures are followed.
- Make authorised payments via Barclays in accordance with College financial procedures.
- Count and record monies received from charity days, book sales and other similar activities.
- Reimburse staff in accordance with the College's financial procedures.
- Maintain and monitor Budget Holder Declarations of Interest, ensuring records are kept up to date.
- Provide guidance and training to College employees on correct procedures for raising purchase orders and authorising invoices.
- Carry out any other duties appropriate to the role and level of responsibility, as reasonably requested by management.

General duties - the post holder will also:

- Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

- Demonstrate day to day commitment to the College's core values of community and mission statement.

Safeguarding:

All staff have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

Employee Wellbeing Statement:

The College is committed to promoting and supporting employee wellbeing to improve working lives and allow our staff to flourish and reach their potential. The employee wellbeing priorities of the College are integrated throughout, embedded in our culture, leadership, and management. Staff are encouraged to talk about mental health, have good self-care routines, and seek help where needed. Employee wellbeing is an integral part of the College's performance management process, which allows Heads of Departments and the College Leadership Team to regularly review workloads and deadlines in a meaningful way. The College has a holistic framework in place to support staff, including early access to specialist sources of help, such as counselling and physiotherapy, as well as an employee assistance programme, occupational health service and dedicated employee wellbeing days.

Diversity and inclusion Statement:

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background.

The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Prevent Statement:

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Mo Bunter
Principal

Finance Officer - How to Apply

Closing Date:

The closing date for applications is Sunday, 1 November 2026 and interviews will take place shortly afterwards.

Applicants for this post are asked to:

1. Complete the College's application form or TES application form and Equality and Diversity form.
2. Write a supporting letter of application.

Please send the completed documents to:

Jen Rothery, HR Manager, as an email attachment to jobs@greenhead.ac.uk

Safer Recruitment:

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

All offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

In line with KCSIE 2026 guidance, all shortlisted candidates will be subject to an online search.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints, it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to creating a welcoming, inclusive and supportive environment for all. We value diversity in our community and actively encourage applications from individuals of all backgrounds.

Person Specification

	Essential	Desirable
QUALIFICATIONS:		
A good standard of general education	x	
A relevant Finance or Administration qualification	x	
Evidence of continued professional development		x

	Essential	Desirable
EXPERIENCE:		
Experience of working in a finance, accounts or administrative environment	x	
Experience of maintaining accurate records and filing systems	x	
Experience of using Access Education Finance or similar systems	x	
Experience of handling confidential and sensitive information appropriately	x	
Experience of providing administrative support to managers, staff, customers or stakeholders	x	
Experience of communicating effectively with a wide range of internal and external contacts	x	
Experience of working within an educational establishment		x
Experience of supporting audits and compliance activities		x
Experience of producing management information		x

	Essential	Desirable
KNOWLEDGE:		
Understanding of basic accounting principles and financial administration procedures	x	
Understanding of data protection and confidentiality requirements, including GDPR	x	
Knowledge of relevant financial legislation and guidance		x

	Essential	Desirable
SKILLS, ABILITIES & ATTRIBUTES		
Excellent organisational and administrative skills with the ability to manage competing priorities	x	
High level of accuracy and attention to detail	x	
Strong numerical and analytical skills	x	
Ability to process and reconcile financial information accurately	x	
Ability to maintain accurate records and produce reports	x	
Strong written and verbal communication skills	x	
Ability to build positive working relationships with colleagues, students, managers, suppliers, applicants and external stakeholders	x	
Ability to work independently and use initiative while also contributing effectively as part of a team	x	
Competent user of Microsoft Office applications, particularly Excel, Word, Outlook and Teams	x	
Ability to learn and effectively use bespoke systems	x	

Willingness to undertake training relevant to the role	x	
A commitment to safeguarding and promoting the welfare of young people.	x	
A commitment to diversity and inclusion.	x	
Positive and professional approach with a high level of commitment to the College.	x	

The above criteria will be assessed by the: Letter of Application, Interview & Assessments.