



European Union
European Structural
and Investment Funds



SENIOR FINANCE OFFICER

Location:	Penzance
Salary:	£25,000 to £33,000 pro-rata per annum, dependent on experience
Job type:	Part-time, 22.5 hours per week (subject to satisfactory completion of 6-month probation period)
Reporting to:	Finance Manager / Managing Director
Closing date for applications:	Noon, Tuesday 25 th May 2021. Please complete and return your application by email to recruitment@digitalpeninsula.com . Curriculum Vitae will not be accepted, application forms only.

Digital Peninsula Network (DPN) has substantial government and EU funded contracts to provide training and businesses support services throughout Cornwall and the South West. As a result, DPN is expanding its team of dynamic and skilled staff.

An exciting opportunity has arisen for a Senior Finance Officer to join the team.

Job Role

We are seeking to recruit a part time Senior Finance Officer. Working as part of the current Finance Team you will be involved in all aspects of the company finance requirements. This involves:

1. Procurement and Purchasing
2. Management of ESF grant claims
3. General financial administration and bookkeeping
4. Management reporting
5. Payroll
6. End of year procedures

Requirements

1. 4 years of financial experience
2. Experience of an accountancy package, preferably xero
3. An excellent working knowledge of Microsoft Office software including Word, Outlook and especially Excel.
4. Hold a recognised bookkeeping or accountancy qualification.
5. Previous involvement with running payroll would be beneficial.
6. You must be able to work to a high degree of accuracy and show meticulous attention to detail.
7. Experience of working in a grant funded organization would be advantageous.

Person Specification

Attributes	Essential requirements	Desirable requirements
Education and Qualifications	A good Standard of General Education GCSE in Mathematics and English A-C or Equivalent	Degree or Equivalent qualification
	A recognised bookkeeping or accountancy qualification	
Experience and Knowledge	Minimum of 4 years' experience including: sales/purchase ledger; bank reconciliations; payroll; monthly profit and loss and other management reporting Experience of an accountancy package, preferably Xero Experience of complying with policies, procedures and timescales	Knowledge and experience of working in a Further Education Environment Knowledge and experience of funded training models, in particular ESF and ESFA
Skills and Personal Qualities	Proven working knowledge of Microsoft Office including Word, Outlook and especially Excel. Ability to work independently and unsupervised as well as part of a team Ability to work under pressure maintaining accuracy, professionalism and attention to detail at all times	A full UK driving license and the use of a vehicle would be an advantage but is not essential

Career Progression

This position would be ideally suited to somebody who is committed to a career in Further Education and opens up a wide range of options for career and development both within and beyond DPN.

Terms and Conditions of the Appointment

COVID-19: DPN considers the safety of its staff and learners to be of paramount importance. All employees are currently working remotely and will continue to do so until such time that the management decides that it is safe and appropriate to return to the office.

Hours of Work: Part-time, 22.5 hours per week.

Holiday Entitlement: 28 days per annum pro rata.

Pension: DPN offers all eligible employees to join the NEST workplace pension scheme.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining DPN.

The successful applicant will be required to produce their passport or full birth certificate and any other 'Right to Work' information prior to starting work at DPN.

DPN is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

DPN is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.