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NOR: 900



**Required as soon as possible**

**Finance Assistant**

**22.5 hours per week (Monday – Friday 12:00 – 4:30)**

**Term time + 2 weeks**

**Scale 2, actual £9,900**

The Principal and Governors of this highly successful oversubscribed 11-16 college are seeking to appoint a Finance Assistant to contribute to a comprehensive support service by undertaking a range of finance and general administrative duties.

We are seeking an individual who has flexibility, excellent communication skills and the ability to manage and prioritise their own workload. It is essential that the appointed candidate is competent in using the full range of Microsoft applications. Experience in the use of a Financial Management System (SAGE) is desirable.

To apply please complete the UCC application form which can be downloaded from the UCC website – [www.uppinghamcollege.org.uk](http://www.uppinghamcollege.org.uk) and a letter of application, in which you should outline how your experience and/or qualifications match the requirements of the post. Completed applications should be submitted to [bagga\\_b@ucc.rutland.sch.uk](mailto:bagga_b@ucc.rutland.sch.uk).

Closing Date: Monday 7<sup>th</sup> December, 9:00am

Interview Date: Thursday 10<sup>th</sup> December

The College is committed to safeguarding and promoting the welfare of children and all posts are subject to enhanced DBS checks