Salford City College Group consists of five colleges in the Salford area: Pendleton Sixth Form College, Eccles Sixth Form College, FutureSkills at MediaCityUK, City Skills and Worsley College. The Group also comprises of Apprenticeships at Salford City College and University Centre at Salford City College.

Finance Officer – Financial Operations

Reference: 000070 **| Closing Date:** 02/06/2026 **| Interview Date:** 10/06/2026

Salary: £24,770 - £27,231. Incremental progression throughout the band is available.

Contract Type: Permanent **| Hours per Week:** 36 (full-time) **| Location:** Frontier House, Merchants Quay, Salford, M50 3SR (full-time office based)

Informal enquiries are actively encouraged. Please contact Michael Riley, Financial Operations Manager, via Michael.Riley@salfordcc.ac.uk, to arrange an informal discussion.

About the Role

An exciting opportunity has arisen to join our welcoming Finance Department as a Finance Officer – Financial Operations, reporting to the Financial Operations Manager. You will be an integral and proactive member of the Finance Department, working across the Financial Operations Team.

We are seeking to appoint a Finance Officer to provide a wide-ranging financial operations service on behalf of Salford City College Group, assisting in the provision of high quality and efficient financial support to colleagues and stakeholders. You will contribute to the department's delivery of a comprehensive financial service, and will include working across Trips Administration, Purchase Ledger, Sales Ledger, Cash and Banking, and Payroll, as well as Management Accounting/Business Partnering where appropriate.

We are looking for an individual with a proactive, 'can-do' attitude, a strong attention to detail, and with good communication and interpersonal skills, including confidence in engaging with both internal and external stakeholders.

Whilst our ideal candidate will have experience of working in a finance department/setting, we welcome applications from any individuals with a willingness to develop a career in finance. We are looking for a colleague with good numeracy skills and a working knowledge of Microsoft Office applications.

This post is based full-time in our office at Frontier House.

How to Apply

For more information and to apply for this job, please complete the registration and online application form via our website.

If you have any queries regarding this vacancy, please email HR@salfordcc.ac.uk.

Reason to Join Us:

- We have Generous Terms and Conditions (Sixth Form College's Association style terms and conditions) including 40 days annual leave entitlement (including bank holidays)
- We have a 2:30pm finish on Fridays, Free on-site parking and various health and wellbeing resources and benefit schemes including three Staff Wellbeing days per year.
- We offer automatic enrolment to the Local Government Pension Scheme with employer pension contribution.
- Our College is an incredible community, there is a lot that staff and their families can get involved with.
- We have family friendly policies and we are happy to talk about flexible working.
- We invest in our people and offer a range of training & career opportunities for all staff.
- We have an amazing Staff Benefits Package with discounts and savings for supermarkets, petrol, high-street retailers, holidays, cinemas and other leisure.
- Our shared purpose: We believe in the value of education for a successful future and we want the best for our learners and our staff.
- Our core values are at the heart of everything we do. Staff and students behave with respect, integrity and kindness.
- 94% of staff are proud to work at the College.

Commitment to Safeguarding
This post is exempt from the Rehabilitation of Offenders Act 1974 and as part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees.

The College is committed to fostering a diverse and inclusive community, welcoming applications from individuals of all backgrounds, including those with military experience whose unique skills and perspectives are highly valued.

Recruitment Agencies: We are not utilising the service of recruitment agencies for this vacancy and will accept direct applications only.