

Dear enquirer,

Thank you for your interest in Trinity College and in the vacancies within the finance team.

The two roles become available following a small restructuring of the team on the retirement of our current Finance Manager.

The **Finance Manager** has an important role in the life of the college. We are looking for someone who will be excited about supporting our vision and mission and who can bring accounting and financial expertise to help us to maintain high standards of record-keeping and to provide good quality information for operational and strategic decision-making. They will lead the finance team.

The **Finance Assistant** is responsible for operating the revenue cycle in the college accounts. We receive income from tuition fees (both from sponsoring dioceses for ordinands and from independent students), maintenance fees for residence and associated services, rents from managed student property, voluntary giving, day nursery fees, and income from external conference bookings.

There are currently three other members of the finance team: a colleague who takes responsibility for purchases and payments, a payroll officer, and another part-time member who deals with bank postings and reconciliations. All staff are invited to enjoy our excellent lunches with the student community free of charge when they are at work.

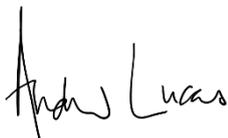
We have a little under 200 students all told, of whom some 120 are full-time and the rest part-time. The large majority of our full-time students are ordinands preparing to become clergy in the Church of England. We also share much of our teaching with Bristol Baptist College and so about 30 of their students join us for lectures. We operate a 26-place day nursery which is open to both college student families and families from the local community.

Please do take time to read some of the information about us on our web pages. I hope you will gain insight into the college, its values, and its community life. The staff team play a significant part in supporting the ethos which underpins the ministry of the college.

It is a great privilege to work here. The students and staff are wonderful to work with and we work in lovely buildings on a beautiful site. And we serve an inspiring cause to help church leaders of the future grow in knowledge, skills, and character.

If you would like to apply, please complete an application form and return it to us by Monday 9th May.

With all very best wishes



Andrew Lucas
Executive Director

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