

Finance Department

The Finance Department manages all of the college finances as well as the lettings of the college facilities. With recent changes to the team, the finance department now consists of the College Accountant, an Accounts Officer, a Finance Assistant and Lettings Officer. The latter three posts report to the College Accountant. The finance team reports to the Director of Business Operations.

The finance team use a number of different IT systems; the accounting software is Resource 32000, lettings are managed using an on-line calendar and invoicing system, Bookings Plus, and the College has its own bespoke on-line payments system for students.

The College hires out its facilities through a subsidiary company, Woodhouse College Trading Limited. Income from lettings is approximately £210k and mainly consists of hire of our 3G football pitch, the Sports Hall and classrooms for weekend and revision schools. Many of the lets are long-term customers of the College. The Lettings Officer would be responsible for dealing with lettings queries in the first instance as well as maintaining relationships with our existing customers.

The College Accountant is responsible for producing the annual budget, management accounts, overseeing the payroll and managing the annual audit. The College has a 31st July year-end. The Accounts Officer is part time and supports the College Accountant with various accounting duties. The Finance Assistant works six hours a day and is responsible for purchase invoices and ordering goods for the college.

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