

INTERNAL VACANCY

Finance Advisor (Sales Ledger)

Fixed Term to 30 June 2027

Full-Time (Part-time applications of 0.8 FTE or above will be considered)

£33,117 per annum, pro rata

As a member of the Finance team, the successful candidate will provide professional administrative support and advice to staff and students on available funding opportunities and college financial policies and procedures.

Duties will include processing sales ledger adjustments and refunds; ensuring accurate ledger maintenance, effective credit control, and timely resolution of discrepancies and providing a confidential front of house service for students providing assistance with the completion of funding applications, fee waiver eligibility checks, and repayment options.

The successful candidate will be educated to HNC level, or equivalent, in a relevant area, or have relevant experience in a finance office or related financial environment which will involve working with a computerised sales ledger system and dealing with the public and other members of staff.

To apply please download the job details and Staff Application Form from our website.

Please note this vacancy is open to internal applicants only.

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Thursday 25th June 2026**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

