



South Downs College

Our ref: JBM/JP/Std Ltrs Appln Ack

23 February 2012

Dear Applicant

Re: Director of Finance

Thank you for your interest in the Director of Finance vacancy at South Downs College. This post attracts 40 days annual leave plus public holidays and the successful applicant will have the opportunity to join the Local Government Pension Scheme. Other benefits available to staff are the use of an "outstanding" College nursery, free use of the College gym and free on-site parking. The College also has 5 cafés with a wide range of reasonably priced and varied meals. Staff can also enjoy the award winning College restaurant, hair and beauty salons and the holiday travel shop.

For further information and an application form please see the following downloadable documents:

- [Job Description/Person Specification](#)
- [Application Form](#)
- [Management Chart](#)
- [Recruitment Information](#)
- [College Information](#)
- [Policy on the Recruitment of Ex-Offenders](#)
- [Equality and Diversity Monitoring form](#)

You will note that the management chart shows the structure with myself as Acting Principal until our Principal designate, Lyn Surgeon, currently Principal of Nelson and Colne College, takes up her post on 1 April 2012.

Once you have studied the job description and person specification and you believe you have the necessary skills and experience required for this post, you may wish to contact me for an informal discussion on 023 9279 7937.

Should you require a copy of the college accounts for 2010-11 please email principal@southdowns.ac.uk.

Shortlisting will take place on the basis of the criteria listed in the job description and person specification and when completing your application form it is important that you list all relevant skills and experience. The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and accordingly any offer of employment will be subject to an enhanced CRB check.

Please submit completed applications to recruitment@southdowns.ac.uk. The closing date for this post is 12 noon on Monday 12 March 2012. Interviews will be held on Thursday 29 March and Monday 2 April 2012.

Dr JOHN B MANTERFIELD
Acting Principal