

# NEW VACANCY

## Finance & Admin Assistant

37 Hours per Week ,

Term Time + 2 Weeks

Grade C: £22,647 - £23,599 (actual salary PA)

We have a vacancy within the college for a well-organised and experienced Finance and Admin Assistant to join our college's admin team. This customer-facing role involves managing financial processes, such as recording income and expenditure, ordering resources, and processing payments; while also serving as the main point of contact in Student Reception to support student queries.

A flair for finance and keen attention to detail are essential, along with a friendly and approachable manner, as the role includes regular interaction with students, staff, parents/carers, suppliers, Hampshire County Council, and other external organisations.

We would love to hear from you if you:

- enjoy varied office work in a fast-paced environment, including finance and admin
- have strong organisational skills, a good sense of humour, and work well in a team
- can use your initiative, stay calm under pressure, and enjoy supporting young people

Essential Qualities:

- minimum 2 years' experience in finance or a similar role
- excellent ICT skills (Microsoft Office), attention to detail, and strong communication
- understanding of customer service, data protection and GDPR
- GCSE (or equivalent) in English and Maths at Grade C or above

Desirable Qualities:

- experience with IBC, Tucasi Scopay, SIMs and EduLink
- finance-related qualification
- Level 3 First Aid at work

*All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks including online searches.*

**Closing Date: Noon, Thursday 24 October 2025**

**APPLY NOW**

[recruitment@henrycort.org](mailto:recruitment@henrycort.org)

