



### **FINANCE AND ADMIN ASSISTANT REQUIRED AS SOON AS POSSIBLE FULL TIME - PERMANENT**

Scale C: £18,933 – £19,941 (FTE)/(£17,025 - £17,931 actual salary)  
37 hours per week – Term time plus 2 weeks (41 weeks per year)

We have a vacancy within the college for a Finance and Admin Assistant and are looking for an experienced, well organised Finance and Admin Assistant to join our admin team. The role encompasses the administration of financial processes such as recording income and expenditure and ordering and paying for resources. This role also involves being the point of contact in Student Reception to assist students with their queries.

Whilst a flair for finance and an eye for detail is a must, a friendly and approachable manner is essential, as this role is customer facing and will include liaison with students, staff, parents/carers, suppliers, Hampshire County Council and other third-party organisations.

We would love to hear from you if you:

- enjoy a variety of office work, including finance and admin in a fast paced environment
- have excellent finance, administrative and organisational skills
- have the ability to use your own initiative and work under pressure
- have a good sense of humour and the ability to work as part of a team
- enjoy working with children and young people

Essential Qualities required:

- at least 2 years' previous experience of working in a finance environment, or a similar role
- experience of using Hampshire's finance system (SAP/IBC) and Tucasi SCOpay
- experience of using SIMs
- ability to work independently and as part of a team
- excellent ICT Skills, including Microsoft Office
- methodical and detail conscious
- strong verbal and written communication, organisational and interpersonal skills
- understanding of good customer service
- GCSE (or equivalent) in English and maths at Grade C or above
- understanding of data protection and GDPR

Desirable Qualities required:

- Finance related qualification
- Knowledge of Google Classrooms and ClassCharts
- First aid at work

The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check.

Application forms and supporting documentation can be found on the college website [www.henry-cort.hants.sch.uk](http://www.henry-cort.hants.sch.uk) under the Opportunities tab. We reserve the right to close the advert early should a suitable candidate be found.

**Please send completed applications and covering letters to: [recruitment@henrycort.org](mailto:recruitment@henrycort.org)**

**Closing date for applications: Noon, Monday 31 January 2022**

**Interview Date: TBC**

**ASPIRE**

**ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE**