

NEW VACANCY

Finance & Admin Assistant

37 Hours per Week ,

Term Time + 2 Weeks

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

Henry Cort is an established school in Fareham and will be moving to a new state-of-the-art building in Whiteley, planned to open from September 2027.

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 role involves being the first point of contact in Student Reception to assist students with their queries before the start of the school day, at break and lunch, as well as after school. The role encompasses the administration of financial processes such as recording income and expenditure and ordering and paying for resources.

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 Scopy, 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, Monday 9 February 2026

APPLY NOW

recruitment@henrycort.org

