



Junior Finance Manager

Hamwic Education Trust Managed Services Team

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| Location: | Head Office in Southampton (SO16 0AJ), with possible travel to schools |
| Contract: | 37 hours per week, term time plus 2 weeks (41 weeks per year) Fixed term – 1 Year |
| Salary: | Starting salary between £37,915 - £41,881 actual (£41,771 - £46,141 per annum full time equivalent) |
| Start Date: | As soon as possible |
| Application deadline: | Wednesday 25 th March 2026 |
| Interview date: | Tuesday 31 st March 2026 |

Established in 2011, Hamwic Education Trust (HET) is one of the largest multi-academy trusts in the South of England. We have a growing number of schools and partnerships spread across Portsmouth, Southampton, Poole and Dorset.

Our core principle is to place the child at the heart of everything we do. We celebrate the uniqueness of our pupils, staff, and schools, striving for everyone to reach their full potential through the opportunities we provide. We aim to create an environment where both pupils and adults can thrive. As a learning organisation, we are committed to continuous improvement for ourselves and others. Our strength lies in our people, whom we value and develop. We bring professional expertise and experience to secure the highest possible achievement for all.

We are passionate about delivering education and believe that every local school should be good enough for its community. To achieve this aim we put the child at the centre of everything that we do. This concept is the driving force behind our ethos, vision and values – and also our decision-making.

A key strategy to ensure we do the best by our pupils is our 'one team approach'. Investing in our staff through a strong development programme and a combined common purpose is what underpins our drive for school improvement. Leaders, teachers and support staff at both school and trust level work together as one team to deliver the Hamwic vision.

Role Summary:

We are looking to recruit a highly motivated and skilled Junior Finance Manager to support the Chief Financial Officer, wider finance team and our schools in all aspects of financial management. This is an excellent opportunity for someone looking to further their career in finance within the education sector, gaining hands-on experience while contributing to the effective financial operation of our Trust. The role is initially fixed-term for 1 year.

The role covers:

- Supporting schools to ensure they are financially sustainable and that resources are deployed effectively, achieving best value for money
- Strengthening the financial competence of key stakeholders across HET through guidance, training, and day-to-day support
- Providing high-quality operational financial support to schools

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- Assisting with finance helpdesk queries, ensuring timely and accurate responses
- Supporting the induction and training of new school-based finance staff

We are seeking a professional individual who:

- Can demonstrate strong technical ability and excellent attention to detail
- Holds an accountancy qualification (AAT or equivalent) or possesses practical experience that demonstrates an equivalent level of skill and knowledge
- A commitment to providing exceptional support to a wide range of stakeholders
- Is confident working with financial systems and processes
- Keen to develop your skills further within a supportive and collaborative team

Whilst previous experience in the academy or education sector is desirable, applications from those without sector experience are welcomed.

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

Application Procedure:

If you would like to discuss the role further, please contact our HR team by emailing recruitment@hamwic.org to arrange an informal chat.

If you wish to apply for this position, please complete an application form which can be found at www.hamwic.org/category/vacancies/managed-services/ and return to recruitment@hamwic.org

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees you will be required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.