



WE ARE HIRING

Finance Officer

Salary: £32,597 - £39,152

Hours / Contract: 37 Hours per week, term-time only. Option of all year contract open to discussion

Location: Hurstpierpoint College, Hassocks, BN6 9 JS

ABOUT HURST EDUCATION TRUST

Hurst Education Trust is a family of 14 Church of England and church-affiliated schools across Sussex, established by Hurstpierpoint College in partnership with the Diocese of Chichester. Every school keeps its own identity and character, while pupils and staff alike benefit from being part of a genuinely open, welcoming and inclusive community.

Our vision is simple: "Together building a culture of excellence for all in everything we do." It's brought to life by five shared values that shape how we work with pupils, families and each other:

- Excellence — "Achieving personal excellence is at the heart of the HET."
- Togetherness — "HET schools are inclusive communities which collaborate and where everyone is welcome."
- Integrity — "Pupils and Staff at HET schools value integrity in all that they do."
- Wisdom — "The pupil experience and curriculum in a HET school are broad, rich and ambitious."
- Hope and Ambition — "We are driven by ambition for our children's futures and hope for a better world."

ABOUT THE ROLE

We're looking for a Finance Officer to provide professional, accurate and timely financial support across our central finance function and schools. You'll work closely with our Chief Finance and Operations Officer (CFOO), school-based staff and our managed payroll provider, helping to maintain strong financial controls, support accurate budget monitoring, and keep everything running compliantly and smoothly.

This is a varied, hands-on role at the heart of the Trust's finance function. On any given day you might be reconciling accounts and processing payments, supporting a Headteacher with budget queries, or working with a School Business Manager to resolve a payroll issue — so it suits someone who enjoys variety. You'll be part of a small, collaborative central team, working across multiple school sites and building strong relationships with colleagues at every level of the Trust.

You'll be responsible for:

- Processing purchase and sales ledger transactions, bank reconciliations and staff/supplier payments in line with Trust procedures.
- Supporting monthly management accounts, budget monitoring and statutory returns, including VAT and the Trust's annual Budget Forecast Return.
- Maintaining robust financial controls and supporting internal and external audits.
- Acting as the Trust's main point of contact for the managed payroll system — validating monthly payroll data and resolving queries with the provider.
- Working closely with School Business Managers on HR-related processes that affect pay, pensions and staffing budgets.
- Supporting the administration of pension scheme returns, including LGPS and the Teachers' Pension Scheme.

A full job description and person specification is available from recruitment@hppc.co.uk.

WHAT WE'RE LOOKING FOR — ESSENTIAL

- Experience processing financial transactions (purchase/sales ledger, bank reconciliations).
- Experience of payroll administration, processing or resolving payroll queries.
- Confident user of finance and/or payroll software.
- Strong working knowledge of Microsoft Excel and other Office applications.
- Excellent numeracy and attention to detail.
- A clear, confident communicator able to explain financial and payroll matters to non-specialists.
- Ability to manage a varied workload, prioritise effectively and meet deadlines.
- Ability to work independently and as part of a team across multiple sites.
- Commitment to safeguarding and promoting the welfare of children and young people.

WHAT WE'RE LOOKING FOR — DESIRABLE

- AAT qualification (or working towards), or equivalent finance/accounting qualification.
- Experience working with an external or managed payroll provider.
- Experience of working in a school, academy trust or wider public sector finance environment.
- Knowledge of pension schemes relevant to education (e.g. LGPS, Teachers' Pension Scheme).
- Experience liaising with school-based staff (e.g. School Business Managers) on HR or finance administration matters.

SAFEGUARDING

Hurst Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and other pre-employment safeguarding checks in line with Keeping Children Safe in Education.

HOW TO APPLY

To apply, please complete an application form and send it to **recruitment@hppc.co.uk**.

Hurst Education Trust is an equal opportunities employer and welcomes applications from all sections of the community.