

Job Title: Junior Finance Officer

Location: Southampton

Reports To: Finance Business Partner

Contract Type: Full-Time, Permanent

About JS Group

At JS Group, we're on a mission to power student success. As a trusted partner to universities across the UK, we deliver tailored support schemes, on-campus services, and powerful data insights that help to enhance the university experience for over 150,000 students. Our impact is real, and our ambition is growing—fast.

We believe in doing good work with great people, and we're building a team that thrives on collaboration, creativity, and purpose. Sound like your kind of place? Read on.

The Opportunity

We're looking for a motivated and detail-oriented **Junior Finance Officer** to join our growing finance team. This is an ideal opportunity for someone at the beginning of their finance career who wants broad exposure across operational finance

You'll be a key player in our day-to-day finance function, gaining hands on experience supporting our wider finance activities, solving problems, and making sure our financial operations run smoothly and efficiently. No two days are quite the same - and that's exactly how we like it.

What You'll Be Doing

- Support with Bank Reconciliations
 - Processing of staff expenses and Credit Cards
 - Raising weekly/monthly supplier payments
 - Manage supplier queries and building positive supplier relationships
 - Assist with Customer invoicing and aged debt chasing
 - Support year-end audit preparation with well-organised documentation
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What You'll Bring

- A degree in Finance, Accounting, Business, Economics, or a related subject, or relevant finance experience
 - Previous internship, placement year, or entry-level finance/admin experience is beneficial but not essential
 - Strong attention to detail and good organisational skills
 - Confidence working with numbers and financial data
 - Good Excel skills and experience with Sage Intacct would be an advantage but not essential, training will be provided
 - A proactive attitude and eagerness to learn
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What We're Looking For

- A positive, enthusiastic team player with a hands-on approach
 - A clear communicator with confidence to build strong relationships
 - A problem-solver who enjoys making things better
 - Comfortable working in a fast-paced, evolving company
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Why Join Us?

Because we offer more than just a job - we offer:

- **Generous holiday allowance** - 25 days' paid holiday (plus bank holidays and discretionary extras)
 - **Meaningful work:** You'll contribute directly to student success at scale
 - **Professional development:** Study support available for accounting qualifications, alongside opportunities to grow with the business
 - **Flexible working** – We support work-life balance while fostering a strong, collaborative in-person team culture. Hybrid working available
 - **Supportive culture:** Collaborative, mission-led, and proud of what we do
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We can't wait to hear from you!

Closing date 17th June 2026