



The Academies for Character and Excellence
Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

Finance and Contracts Officer
ACE Central Finance Team, based at Totnes St John's C of E Primary School
Devon Grade E: £31,525 - £34,811 per annum
Full-time, permanent

Do you enjoy bringing order to complex information, keeping important deadlines on track and helping colleagues get things right? This new role offers the opportunity to combine contract administration with a broad range of finance work in a growing multi-academy trust.

We are looking for a proactive and adaptable Finance and Contracts Officer to join our central Finance Team. Reporting to the Chief Financial Officer, you will take day-to-day responsibility for the Trust's contracts register, coordinate renewals and support procurement activity, while ensuring associated purchase orders, budget checks and approvals are in place. You will also contribute across a range of financial processes including purchase ledger, sales ledger, trips and visits, lettings, projects and donations. As we introduce iPlicit, our new financial management system, you will help shape efficient and consistent ways of working at an exciting point in the Trust's development.

What you'll be doing

- Take ownership of the day-to-day accuracy of the Trust contracts register, ensuring key dates, values, responsibilities and supporting documents are complete and up to date.
- Work with contract owners to plan renewals, gather requirements, agree timescales and flag action early enough for effective procurement decisions.
- Administer quotation exercises, tenders and framework call-offs under appropriate direction, maintaining clear records and a compliant audit trail.
- Coordinate contract-related purchase orders, budget checks, authorised budget changes and approvals, and help monitor commitments and expenditure.
- Support supplier onboarding, contract mobilisation, performance reviews, variations and closures, escalating concerns when specialist or senior input is needed.
- Contribute flexibly to the finance function working across purchase ledger, sales ledger, trips and visits, lettings, projects, donations, reconciliations and other central finance activities.
- Use iPlicit, Excel and other Trust systems to maintain accurate information, produce routine reports and improve controls and processes.

- Provide responsive and practical support to schools, contract owners, suppliers and colleagues, following actions through and adapting as priorities change.

Who we're looking for

You may already work in finance, procurement or contracts, school or business administration, or another operational support role. You do not need to be a qualified accountant or procurement specialist. What matters most is relevant experience, excellent organisation, strong attention to detail, confidence with Excel and business systems, and the ability to keep several workstreams moving. You will communicate clearly, follow actions through and exercise good judgement about when to escalate an issue. Experience of purchase or sales ledger work, contracts registers, tenders, education or the public sector would be useful but is not essential. AAT, CIPS or contract management training would also be welcomed, including candidates keen to work towards a relevant qualification. You must also be able to travel between Trust sites when required.

Why join ACE?

- A genuinely varied role with a defined area of responsibility and scope to improve how things work.
- The opportunity to broaden your experience across finance, contracts and procurement, supported by relevant professional learning.
- A collaborative, values-led central team and a Trust-wide network where your contribution will make a practical difference to schools.
- Flexible working hours where operationally possible, membership of the Local Government Pension Scheme and access to the Trust Employee Assistance Programme.

The Academies for Character and Excellence is a dynamic and innovative Trust of twenty church and community primary schools across Devon, Torbay and Somerset. We live our mission of achieving excellence through cultivating character, sharing talents and pursuing innovation. Our values of Community, Collaboration, Equity, Uncompromising Excellence and Integrity shape how we work together. Our commitment to 'Personal Growth for All' applies equally to our pupils and our staff.

The Academies for Character and Excellence is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post. Online checks may also be carried out as part of due diligence on shortlisted candidates.

For the full job description and an application form, visit www.acexcellence.co.uk/ace-trust-vacancies. If you would like an informal conversation about the role, contact the People Team at peopleteam@acexcellence.co.uk. Completed applications should be emailed to recruitment@acexcellence.co.uk.

Closing date: 12 noon, Monday 28 September 2026

Interviews: Friday 2 October 2026

Start date: As soon as possible or by agreement