



Academies for Character and Excellence

Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

Finance Summer Intern

Based at Totnes St John's C of E Primary School

Devon NJC Grade C £25,989 - £26,403 Full Time Equivalent

37 hrs per week

Fixed-term temporary position until approximately October 2026

The Academies for Character and Excellence is a growing Trust of both church and community Primary Schools in Devon, Torbay and Somerset, making up a dynamic and innovative learning organisation.

The Trust is passionate about educating its pupils ensuring every child has an equity of opportunity through the rich holistic character education it provides. The values of the Trust, which are Community, Collaboration, Equity, Uncompromising Excellence and Integrity, are embedded in everyday practice both operationally at board level and also within our teams across the Trust. We are passionate about the innovative curriculum we offer and our collaborative approach to working. Our network of Teams enables our people to have opportunities to develop and flourish within their own field of expertise.

This role would particularly suit an undergraduate, recent graduate, or individual considering a future career in finance, accountancy, business management, or the education sector. Previous finance experience is not essential as full support and training will be provided. We are looking for candidates who are IT literate, enthusiastic for finance and have an eye for detail.

The successful candidate will gain experience working within a modern multi-academy trust finance environment and will support a range of finance administration and system-based processes as the Trust continues to develop and improve its financial systems and ways of working.

The role will involve assisting in the provision of an excellent transactional finance service to internal and external stakeholders. The role is based in a busy finance team providing a crucial service to 20 Schools and will cover a wide variety of tasks relating to transactional services.

Main Duties

- Processing purchase invoices
- Raising purchase orders as required
- Management of the finance administration email and responding to queries in a timely and professional manner
- Supplier statement reconciliations
- Liaising with suppliers and investigating purchase ledger queries
- Liaise with School Admin Teams to provide support and resolve queries
- Undertake filing, photocopying, collation of information and general clerical work on behalf of the finance team
- Assisting with ad hoc queries as required

Our value of equity ensures that we focus on ensuring every child and every member of staff have the opportunities for personal growth. We are committed to tackle inequalities and overcome disadvantage and to provide bespoke opportunities for professional learning for all.

We can offer the candidate:

- Experience working within a large and growing organisation
- Exposure to finance systems and operational processes
- An understanding of public sector and education finance
- Opportunities to develop professional, organisational and communication skills
- Experience working collaboratively within a supportive central team

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post

For further information, or an application form, please email Charlotte Wilson, HR Advisor on charlotte.wilson@acexcellence.co.uk
Applications must be completed and emailed to recruitment@acexcellence.co.uk by **9.00am Monday 8th June 2026** with interviews organised for later that week.