



## **Academies for Character and Excellence**

*Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation*

### **Finance Administrator**

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

**Devon NJC Grade C £24,790 - £25,584**

**37 hours per week – 52 weeks per year - Permanent**

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.

For our busy Finance Department, we are looking to appoint an exceptional candidate who will:

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

To work alongside other staff within the Trust to ensure that budget and financial reporting procedures are followed, ensuring internal accountability.

#### **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
- Raising sales invoices and chasing outstanding payments due
- Processing receipts and payments in the cash book
- Creating new suppliers on the finance system and completing new supplier due diligence
- Liaising with suppliers and investigating purchase ledger queries
- Banking of any cash received
- Liaise with School Admin Teams to provide support and resolve queries
- Support the month-end processes as required
- Support with audit (internal and external) as required
- 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:

- An exciting and innovative development opportunity that will inspire and allow you to reach your full potential
- An opportunity for flexible working hours and blended home working
- Access to Trust Employee Assistance Programme

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](mailto:charlotte.wilson@acexcellence.co.uk)  
Applications must be completed and emailed to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) by **9.00am Monday 24<sup>th</sup> March 2025** with interviews organised for **Tuesday 1<sup>st</sup> April 2025**.