



### **Finance administrator (VNOPS29)**

Exeter School is the leading co-educational day school in the Southwest, educating over 1,000 pupils aged 3-18. We are looking to appoint a **Finance administrator** to join our school, a school of great character, to start immediately.

This post provides comprehensive support to the finance departments of Exeter School and Exeter Pre-Prep School. The role is primarily responsible for managing the purchase ledger, supporting departmental budget control, contributing to the preparation of monthly management accounts, and performing general finance and administrative duties as required.

Applicants will have experience of accounting/financial administration having worked in a busy office environment. They will of course have good literacy and numeracy skills, a good level of IT skills including experience of a computerised accounting system, excellent knowledge of Excel, sound knowledge of Microsoft Word and Outlook.

This is a full-time, permanent post working 37.5 hours per week 8.30 to 5 pm, Monday to Friday (on site). We offer a salary of £28,000 per annum generous benefits, including free school lunch during term time, free on-site parking and use of indoor swimming pool and fitness suite. To find out more about working at Exeter School, please visit our webpage, [careers with character](#) or email [hr@exeterschool.org.uk](mailto:hr@exeterschool.org.uk) to arrange a telephone discussion.

The closing date for applications is **noon on Wednesday 25 June 2025** with interviews scheduled for **Tuesday 8 July 2025**. Applications must include a completed Exeter School application form. For safeguarding purposes, a CV alone is not sufficient.

Exeter School is an equal opportunities employer and welcomes applications from any appropriately qualified person. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to the receipt of two satisfactory references provided specifically for this post and addressed to the school, and to satisfactory DBS clearance.

This post falls into the category of Regulated Activity. Exeter School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.