



Job Title: Finance Officer

Salary: Actual Salary: £23,887 - £26,244
(Grade D)

Hours: 37 Hours/41 weeks (term time plus
2 weeks)

(Monday – Thursday 08.00 – 16:00
and Friday 08:00 – 15:30)

Thank you for your interest in joining Marine Academy Plymouth and Primary. At Marine Academy Plymouth, we are driven by a clear and ambitious belief: every student who joins us has the potential to succeed and thrive. We are committed to providing a high-quality education that combines academic rigour with a supportive and joyful learning experience. Central to achieving this ambition is a strong and efficient operational team that enables teaching and learning to flourish.

We are seeking a highly organised, proactive and detail-focused Finance Officer (Grade D) to join our professional support team. This role is key to ensuring the effective day-to-day financial administration of the school and to supporting senior leaders in delivering excellent outcomes for students.

As Finance Officer, you will provide a comprehensive financial administration service, supporting the Senior Leadership Teams and budget holders across the schools. Your responsibilities will include overseeing the full ordering process, processing sales invoices and income, maintaining accurate financial records, managing cash and card transactions, and supporting the monitoring of trip accounts. You will also input and maintain financial data on the Trust's financial management system and assist with period-end and year-end financial processes.

The successful candidate will work closely with staff, students, parents, suppliers and external partners, providing clear guidance and ensuring that financial procedures are followed accurately and consistently. You will be required to exercise initiative, manage competing priorities and make informed decisions in line with Trust policies and procedures.

Marine Academy Plymouth and Primary values professionalism, confidentiality and accuracy, and the Finance Officer plays a vital role in ensuring that financial systems support the smooth and efficient running of the school. You will be part of a collaborative and supportive team, contributing to a positive working culture and the wider aims of the Ted Wragg Multi Academy Trust. We place a strong emphasis on staff wellbeing and professional development and are proud to be part of the Ted Wragg Multi Academy Trust, a values-driven and rapidly growing Trust with a relentless focus on transforming lives through learning.

Benefits of working at Marine Academy Plymouth and Primary include:

- A supportive and collaborative working environment
- Access to high-quality professional development and training

- Clear systems and processes supported by Trust-wide expertise
- Opportunities to work as part of a strong and values-led Multi Academy Trust

To apply and for further information on each of our positions please go to
https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ

For an Informal conversation about the role please contact: SLT Admin at
SLTAdmin@marineacademy.org.uk

Closing date	Monday 12 th January 2026 08:00am	Interview date	TBC
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The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.