



## JOB OPPORTUNITY

Post:

### Finance Assistant

Working with:

Chief Financial Officer, Trust Finance Manager, Central Finance Team, School Business Managers and Emmaus CAT staff

The Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic education to our pupils. We are seeking to expand our central team by appointing a highly skilled Finance Assistant to support our central and school finance teams.

**Based at the central offices in Sale (Jackson House) reporting to the CFO and Finance Manager and responsible for managing the purchase ledger and processing invoices for a number of the CAT's schools.**

The post-holder will work as part of the central finance team to ensure that payments to suppliers are processed and reconciled in a timely manner and will support with other aspects of the month end reporting process and external reporting (statutory audit and EFSA).

The post-holder will enable schools within the CAT to receive finance reports in a timely manner and will assist with procurement and contract management across the CAT.

Emmaus CAT is a growing organisation so there will be opportunities for progression and career development.

**Directly reporting to:** The Chief Financial Officer/Finance Manager

**Working closely with:** CAT central finance team and School Business Managers.

**Contract / Hours of work:** 0.6 FTE, 20 hours per week, term time only plus 2 weeks (hours of work to be agreed, completed over 4-5 days)

**Salary:** NJC Grade 4, SCP 7 – SCP 11 FTE £24,294 to £25,979 (actual pro-rated salary £12,539 - £13,409 pa)

**Location:**

Office-based working from Sale. This role will also involve occasionally working in some of the schools across the CAT.

**Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.**

**Line Management:**

The Finance Assistant will report directly to the Chief Financial Officer.

**Key contacts:**

CSEL, COO, CFO, Central Team, Headteachers, Emmaus CAT School Business Managers, Directors, Diocesan Department for Education, and any other relevant key personnel.





### The Job Description:

#### Responsible for the following processes:

- Invoice processing and bank reconciliation for primary and secondary schools
- Processing of expense payments and credit card transactions in line with finance policies
- Liaising with school-based staff and suppliers with invoice and credit card queries
- Production of budget holder statements
- Supplier statement reconciliations and dealing with any discrepancies which may arise
- Maintaining supplier information on IRIS financials (PS financials) database
- Assisting the CFO and finance team with procurement and maintenance contracts, licences and subscription databases
- Supporting the Hub Finance Manager and School Business Managers with monthly accrual information.

#### Key responsibilities:

##### Financial transactions and reporting

- Monitor finance inbox to ensure that all invoices are processed in a timely and accurate manner;
- Develop system knowledge (PS Financials) to ensure efficient and consistent posting of transactions, ensuring all supporting procurement documentation is in place;
- Deal proactively with any invoice queries that arise, liaising with both suppliers and school-based staff to ensure accurate costs are recorded within the finance system;
- Set up new suppliers and perform agreed checks and reconcile supplier statements on a monthly basis;
- Liaise with credit card holders to ensure credit cards are reconciled on a monthly basis with a full audit trail for transactions;
- Support schools with any ad hoc payments as required, ensuring relevant policies are adhered to;

- Support CFO and Trust Finance Managers with month end reporting – including bank reconciliations and accruals preparation;
- Support schools with regular and accurate budget holder reports to assist with budget management;
- Support CFO with procurement and maintenance of contract databases.

##### Policies, audit and regulatory compliance

- Work with the central finance team and school staff to ensure that all relevant finance policies are complied with;
- Provide timely information to schools along with mandatory internal and external audit.

##### Other

- The post-holder will need to visit Emmaus CAT schools occasionally
- The post-holder must be committed to their own professional development. Emmaus CAT is a growing CAT and there will be opportunities for career development;
- The post-holder must be willing to take a pragmatic approach to their work and be fully supportive of staff working in schools within the CAT;
- This job description is not intended to be all inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each school. This is a newly created position within the CAT and an exciting opportunity for the post holder to shape the role and make it their own;
- Emmaus is a Catholic Academy Trust, and all employees must be supportive of the catholic aims and ethos of the CAT. However, there is no requirement to be Catholic.



Qualifications and training	Essential / Desirable	Method of Assessment
Good standard of education including L2 qualifications in English and Mathematics	E	AF/I/R/QC
AAT or other recognised finance qualification or training (working towards or interested in)	D	AF/I/R/QC
Experience		
Experience of working within a finance function that includes processing purchase ledger transactions and monthly reconciliations	E	AF/I/R
Experience of the education of charity sector	D	AF/I/R
Experience of dealing with suppliers or customers and being able to deal with and resolve queries in an independent manner	E	AF/I/R
Ability to consistently produce work of a high standard	E	AF/I/R
Skills and knowledge		
Ability to use Financial Management Information Systems (eg PS Financials)	E	AF/I/R
Knowledge of the procurement processes and the importance of segregation of duties	D	AF/I/R
Knowledge of Microsoft excel and Microsoft Work and the ability to interrogate transactions and queries using this software	E	AF/I/R
Knowledge and importance of month reconciliations	D	AF/I/R
Personal qualities		
A flexible approach and a willingness to learn	E	I
Good communications skills and the ability to work with a range of staff	E	I
An ability to multi-task and support colleagues when required	E	I
An attention to detail, especially in relation to processes and systems	E	I
A commitment to the safety and wellbeing of children and young people	E	I
A willingness to promote and uphold the Catholic ethos of the CAT (does not need to be as a practising Catholic)	E	I
A commitment to equality, diversity and inclusion	E	I
Special Requirements		
Satisfactory Enhanced clearance with Disclosure and Barring Service	E	I/R/DBS/OH
Occupational Health Clearance	E	I/R/DBS/OH
Willingness to undertake further training if necessary	D	I
Excellent communication and interpersonal skills when dealing with a wide range of stakeholders across organisational boundaries	E	I

**Method of Assessment Key:**

<b>AF</b>	Application Form
<b>I</b>	Interview
<b>R</b>	References
<b>QC</b>	Qualification Certificates
<b>DBS</b>	DBS Clearance Form
<b>OH</b>	Occupational Health Assessment Form



# EMMAUS

CATHOLIC ACADEMY TRUST

## HOW TO APPLY:

Applications need to be made using the CES application form, sent with this pack.

[CES Application Form Support Staff](#)

**Closing date for applications:** Monday 4<sup>th</sup> December 2023, 9am

**Interviews:** Monday 11<sup>th</sup> December 2023

Please email all completed application forms including a supporting statement and other requested documents to Alison Smith, Executive Administrative Manager.

Email address: [alison.smith@emmauscat.com](mailto:alison.smith@emmauscat.com)



**EMMAUS Catholic Academy Trust**

Jackson House, Sibson Road, Sale, M33 7RR

**0161 470 5114**

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Chair of Directors - Catherine Anderson - [Chair@emmauscat.com](mailto:Chair@emmauscat.com)

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