

# Head of Finance Recruitment Pack



**Pope Francis**  
Catholic Multi Academy Trust

Enabling schools, aspiration  
and faith to flourish by;  
Uplifting Hearts, Inspiring  
Minds

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust

Dear Candidate,

## Thank you for your interest in Pope Francis Catholic Multi Academy Trust.

We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool. Each school within the Archdiocese will be given the opportunity to join one of these trusts. We currently have three secondary schools within our Trust with four primary schools undergoing due diligence and an identified target date of conversion in September 2024.

Within Sefton there are 29 Catholic schools (5 secondary and 24 primary). We want to create a pattern of steady growth to ensure we continuously meet the needs of our existing schools whilst being able to provide for the new schools joining us. We hope to have the vast majority of schools within the Catholic Multi Academy Trust family by 2030. When all schools join the trust there will be over 1000 people employed by the Trust with a turnover in excess of £60 million.

This is clearly an exciting time for the Trust, and we are the pathfinder trust for the Archdiocese. This is an outstanding opportunity for a well-qualified candidate to join a growing trust, with a clear path for expansion, whilst at the same time, being able to have a key leadership role in shaping the infrastructure and support in the schools that join.

### What We Can Offer

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

- ✳ Access to excellent continuing professional development opportunities
- ✳ Opportunity to enhance and utilise our strong existing partnerships and networks
- ✳ Semi hybrid working where appropriate
- ✳ Simply Health: The Trust is committed to supporting staff wellbeing and partners with Simply Health including 24/7 access to GP, access to counselling and financial support for some physiotherapy, dental work and glasses.
- ✳ Salary sacrifice electric car scheme with Octopus Energy
- ✳ Access to staff discounts and cash back for a huge range of products, including travel, shopping, insurance, motoring & utilities.

We will be delighted to have informal conversations with potential candidates before the closing date. Please contact **Louise Jones on 07842 020052 or [louise.jones@pfcmat.org](mailto:louise.jones@pfcmat.org)** to arrange a discussion with either the CEO or CFO.

Thank you for your interest in this post.

CEO  
Pope Francis CMAT

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inspiring minds.**

# Application Process



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## How to apply:

To apply for this post your completed application must be submitted to include the following documents:

- ✳ CES Application Form
- ✳ CES Consent to Obtain References CES
- ✳ Monitoring Form
- ✳ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✳ Covering letter stating how your skills and experience meet the job description and person specification

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs Louise Jones at [louise.jones@pfcmat.org](mailto:louise.jones@pfcmat.org).**

**To apply via the website click here: <https://www.pfcmat.org/Head-of-Finance/>**

*PFCMAT is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.*

*This post is subject to an enhanced DBS check.*



# Job Advert



**Pope Francis**  
Catholic Multi Academy Trust

**Post Title:** Head of Finance

**Salary Scale:** £60,000-£65,000

**Contract** Permanent

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

## **Our Values:**

**Unity** – working together for excellence

**Excellence** – to strive to be the best

**Love** – respect and care for others and treat them as you want to be treated

**Service** – following the teachings of Christ to become valued members of our communities

We are looking to appoint an ambitious and hardworking Head of Finance to lead and develop the finance function within our growing Catholic Multi Academy Trust. Under the oversight of the Chief Finance and Operations Officer, the successful candidate will support the Trust team to manage the Trust finance functions and develop the Trust financial strategies.

You will be an extremely organised professional with specialist knowledge of Trust financial management, reporting, forecasting and procurement.

## **The Head of Finance will be responsible for:**

- ✳ Ensuring the effective financial management of the Trust and for ensuring that financial resources are deployed to maximize effective delivery of the Trust's strategic objectives.
- ✳ Leading the finance staff within the Trust and its academies with the day- to-day financial operations and oversee the month-end processes.
- ✳ Leading on all financial aspects of internal and external audits.
- ✳ Planning, managing and actively promoting change in accordance with the Trust's strategic plan.
- ✳ Working collaboratively with our Trust academies and central staff to develop high-quality systems and services throughout the Trust, offering support where required.

The successful candidate will be expected to travel to multiple sites within the Trust.

**Closing date of Monday 26<sup>th</sup> February at 9am**  
**Interviews to take place Friday 1<sup>st</sup> March**

# Job Description



**Pope Francis**  
Catholic Multi Academy Trust

**Job Title:** Head of Finance

**Salary Scale:** £60,000 - 65,000

**Location:** Semi hybrid

**Job purpose:** Support the Trust team in managing finance functions and developing financial strategies under the oversight of the Chief Finance and Operations Officer.

## **Leadership and Strategy:**

- ✳ Advise Board and Executive team on finance matters.
- ✳ Lead financial aspects of Trust Strategic Development Plan.
- ✳ Attend Local Governing Body meetings.
- ✳ Support growth of the Trust.
- ✳ As we develop to line manage the central finance team and team of business partners.

## **Financial Management:**

- ✳ Consolidate monthly management accounts and lead annual accounts production.
- ✳ Ensure Trust compliance with Academy Trust Handbook and internal policies.
- ✳ Lead day-to-day financial operations, month-end processes, and internal/external audits.
- ✳ Develop and implement efficient financial systems and procedures.
- ✳ Manage Trust finances, systems and policies.
- ✳ Provide financial advice to Executive Team.
- ✳ Lead statutory reporting and returns.
- ✳ Oversee internal audits, cash flows, investments and bank accounts.
- ✳ Manage relationships with professional advisers.
- ✳ Ensure effective management of Trust's tax affairs.
- ✳ Manage Trust payroll process and liaise with pension actuaries.
- ✳ Address payroll-related matters and ensure controls are in place.

## **Finance Systems and Budget Setting:**

- ✳ Compile annual budget timetable.
- ✳ Coordinate and quality check budgets with academy business managers.
- ✳ Provide guidance to academy business managers on financial planning, budgeting and compliance.
- ✳ Ensure financial systems and procedures embody best practice.
- ✳ Provide training to academy-based finance staff.

## **Monitoring and Reporting:**

- ✳ Oversee preparation of financial reports for decision-making.
- ✳ Consolidate academy ledgers into Trust-wide ledger.
- ✳ Monitor and report on central Trust budgets.



### **Year-end Procedures:**

- Compile and circulate annual timetable for year-end procedures.
- Coordinate and quality check reconciliations with academy business managers.
- Liaise with external auditors during the annual audit.

### **Procurement:**

- Help conduct regular reviews of Trust services for best value.
- Liaise with academy business managers on contract reviews.
- Use procurement consultants to undertake contract reviews and procurement exercises.

### **Other Duties:**

- Contribute to effective leadership of the Trust network and ongoing projects.
- Perform other duties as reasonably required.

*The Pope Francis Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

# Person Specification

Applicants must meet all of the essential requirements for this post. These will be measured as shown below:

**Source: Application (A) Interviews (I)**



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Qualifications and Professional Development	Essential	Desirable	Assessed by
Accountancy qualification	✓		
Knowledge of academy legislation	✓		
Understanding of the workings of a multi academy trust	✓		

Knowledge, Skills and Competencies	Essential	Desirable	Assessed by
Strong ICT skills, including use of computerised ledgers	✓		
Track record of financial management	✓		
Excellent verbal and written skills and ability to communicate concisely and effectively, both to internal as well as external audiences	✓		
Experience of managing teams and establishing effective performance measures and a performance culture that achieves corporate objectives	✓		
Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required	✓		
Highly organised with good planning skills and the ability to deliver to agreed target dates	✓		
Understanding of how to promote the safeguarding and welfare of children and young people	✓		
Willingness to ensure that equal opportunities are promoted and developed in all areas of the network	✓		

## Person Specification ... Continued



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Experience	Essential	Desirable	Assessed by
Experience of effective budget planning, control and reporting, as well as in-depth understanding of financial regulations and frameworks	✓		
Experience of using commercial awareness to manage contractual relationships that require in-depth monitoring and reporting of outcomes and outputs	✓		
Experience of successfully partnering with staff within IT, HR and Asset Management	✓		
Experience of working in an educational environment	✓		
Experience of working across multiple sites		✓	

*Applicants should be able to provide a wellconstructed and concise application providing demonstrable evidence of the essential requirements for the role.*

*The Trust Board is committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.*



# Pope Francis

Catholic Multi Academy Trust