

Application Pack
FINANCE ASSISTANT



We would like to take this opportunity to thank you for your interest in the advertised role of Finance Assistant. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Finance Assistant will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the CFO and our Finance Team, we are very much looking forward to recruiting an effective Finance Assistant. The successfully appointed Finance Assistant will join our finance team to support our Head of Finance and Finance Business Partners with transactional processing and reconciliations.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely



Catherine Anderson
Chair of Directors



Daniel Copley
CSEL/CEO



MISSION

The Diocese provides schools and colleges for the following reasons:

To assist in the mission of making Christ known to all people;

To assist parents, who are the prime educators of their children, in the education and religious formation of their children;

To be of service to the local Church – the Diocese – the Parish and the Christian home;

To be of service to society

CULTURE

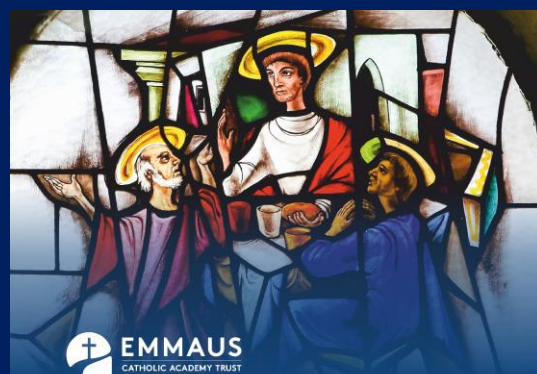
We enable our schools to provide great Catholic education across Greater Manchester.

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.
Open our eyes, so we see the signs of your presence around us;
open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.
Amen.



Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

SALFORD CATHEDRAL



6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2024/2025

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT – April 2025

Emmaus CAT currently educates approximately 8,265 children, and employs approximately 1,180 staff.

- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Chad's RC Primary School – 230
- St Matthew's RC High School – 1319
- Mount Carmel RC Primary School – 455
- Holy Family RC Primary School – 214
- St Kentigern's RC Primary School – 454
- St Edward's RC Primary School – 266
- St Mary's RC Primary School – 114
- St Joseph's RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen's RC Primary School – 410
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Oldham – 213
- Saint John Henry Newman RC College – 1502
- St Anne's RC Primary School – 227
- St Christopher's RC Primary School, Tameside – 251
- Our Lady of the Rosary RC Primary School – 235

- St Dunstan's RC Primary School – 329
- St Margaret Mary's RC Primary School – 342
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children, and employ approximately 1,800 staff.

- St Thomas More RC College – 778
- St Winifred's RC Primary School – 401
- St Herbert's RC Primary School – 333
- Holy Rosary RC Primary School – 234
- St John Fisher RC Primary School – 246
- English Martyrs RC Primary School – 225
- St Malachy's RC Primary School – 233
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham - 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334



6) Our roles and responsibilities. The Emmaus CAT central team



Finance Assistant

Salary: NJC Grade 4 SCP 7 – 11, FTE £25,584
- £27,269



The Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking to expand our central finance team and appoint an enthusiastic individual to join us in the role of Finance Assistant. The successful candidate will be based at our central offices in Sale, reporting to the Head of Finance and wider finance team, with responsibility for transactional processing and reconciliations.

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 Finance Business Partners with other aspects of the month-end reporting process and external reporting (statutory audit and ESFA).

The post-holder will enable schools within Emmaus Catholic Academy Trust to receive financial reports in a timely manner and will assist with financial processing support across the CAT

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

Contract/Hours of work: minimum of 25hrs per week, with options for full-time, part-time and term time only **(to be discussed at interview)**

Salary: NJC Grade 4 (SCP 7 – 11) FTE £25,584 - £27,269

Location:

Based at the CATs Central Offices in Sale.

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 work under the direction of the Finance Officer.

Key contacts:

Head of Finance, the Central Team, Emmaus CAT Business Managers any other relevant key personnel.

Responsibilities

Working with the Central Finance Team to transactional processing and reconciliations.

Please contact Liz Moran, Senior Administrator via email; liz.moran@emmauscatc.com for further details and application form.

Closing date: Friday 2nd May 2025, at 9am.
Interviews will take place on Thursday 8th May
2025 Jackson House, Sale.



Finance Assistant

Job Description

The post holder will report directly to the Finance Officer.

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 weekly budget holder statements
- Supplier statement reconciliations and dealing with invoice queries
- Maintaining supplier on IRIS financials (PS financials) database
- Assisting the CFO and finance team with procurement and maintenance of contracts, licences and subscriptions databases
- Support Finance Business Partners and 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;

- Support CFO, Head of Finance and Finance Business Partners 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 communications, planning and maintenance of contract databases.

Policies, audit and regulatory compliance

- Work with 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 schools occasionally;
- The post holder must be committed to their own professional development and attend regular finance networking and strategy sessions. Emmaus CAT is a growing trust 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 Emmaus 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;
- Emmaus is a Catholic Academy Trust, and all employees must support the catholic aims and ethos of the trust. However, there is no requirement to be Catholic.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures;
- Take responsibility for promoting and safeguarding the welfare of all pupils;
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the CAT provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability;
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending governing body meetings outside of normal working hours);
- Travel between different sites of the Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham)
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures;
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements;
- Demonstrate consistently high standards of personal and professional conduct as defined in The Emmaus CAT Code of Conduct Policy.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding;
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.

Other

The above list is not exclusive or exhaustive, and the Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

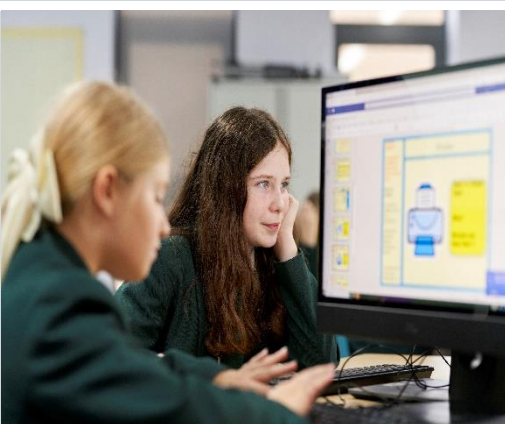
Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Good standard of education including L2 qualifications in English and Maths	E
AAT or other recognised qualification or training (working towards or interested in)	D
Experience	
Experience working within a finance function that includes processing purchase ledger transactions and monthly reconciliations	E
Experience of the education or charity sector	D
Experience of dealing with suppliers or customers and being able to deal with and resolve queries in an independent manner	E
Skills and Knowledge	
Ability to use Financial Management information Systems (eg PS Financials)	E
Knowledge of the procurement processes and the importance of segregation of duties	D
Knowledge of Microsoft excel and Microsoft word and the ability to interrogate transactions and queries using these software packages	E
Knowledge of the importance of monthly reconciliations	D
Personal Qualities	
A flexible approach and a willingness to learn	E
Good communication skills and the ability to work with a range of staff	E
An ability to multi-task and support colleagues when required	E
Attention to detail, especially in relation to processes and systems	E
A commitment to the safety and well-being of children and young people	E
A willingness to promote and uphold the Catholic ethos of the CAT. (Does not need to be a practising Catholic)	E
A commitment to Equality, Diversity and Inclusion	E



EMMAUS Catholic Academy Trust
Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

✕ @EmmausCAT

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#).

Closing date: Friday 2nd May 2025, 9am.

We will be shortlisting on Tuesday 6th May 2025, and successful candidates will be informed in due course.

Interviews will take place: Thursday 8th May 2025.

Please return completed application forms and supporting documents to Liz Moran, Senior Administrator at Emmaus Catholic Academy Trust by email; liz.moran@emmauscat.com

