**Holy Family of Nazareth Catholic Academy Trust**

* **All Hallows Catholic College,** Macclesfield
* **St. Alban’s Catholic Primary School,** Macclesfield
* **St. Paul’s Catholic Primary School,** Poynton
* **St. Mary’s Catholic Primary School,** Congleton



**Chief Finance Officer**

Dates: To commence as soon as possible.

Location: Cheshire

Salary: Grade 12 - £45,125 - £51,768 (pro rata) to be negotiated depending on qualifications and experience

Contract type: 2 days per week – All Year Round

Contract term: Permanent

This is a unique opportunity for an enterprising and inspirational leader to join the Senior Leadership Team at a four school multi academy trust.

The role requires strong financial acumen and the ability to prepare and maintain accurate monthly management accounts, annual budgets and all the statutory audit reports in accordance with DfE regulations, VAT accounting and payment, responsibilities to HMRC, pensions and other regulatory bodies.

Your central focus will be on financial issues and addressing the key priorities within the HFNCAT. This will include leading the finance team, putting systems into place and ensuring that all statutory accounts and returns are completed and submitted. We will then look to you to develop the operational side of the business, driving best practice through a range of areas including procurement, contract negotiations, estate management, tendering and joint ventures.

Taking overall responsibility you will act as the Company Secretary for the trust and keep up to date with legislative, regulatory and governance developments and ensuring the board of directors are appropriately briefed.

As an experienced financial professional with outstanding leadership skills and a track record of success at senior level, you should bring an enterprising approach to business development, strategy and partnerships.

You will be required to travel between the four schools and therefore must have an up to date driving licence.

We can offer you a rewarding future in a friendly and supportive environment, within a team of dedicated and talented staff who are committed to providing an outstanding Catholic education to all of the young people in our care.

Full post details and application form are available by emailing Debbie Milne at:

[hr@allhallows.org.uk](mailto:hr@allhallows.org.uk) Visits to the Trust schools are warmly welcomed and encouraged.

Completed application forms should be returned:

[Sue.Jenkinson@dioceseofshrewsbury.org](mailto:Sue.Jenkinson@dioceseofshrewsbury.org)

Closing date: **Monday 12 November 2018 at 12 noon**

Shortlisting: **Thursday 15November 2018**

Interviews: **Friday 23 November 2018**

*We are committed to safeguarding and welfare. The appointment will be subject to various checks including receipt of a satisfactory enhanced Disclosure and Barring Service check. We are committed to equality and diversity.*