



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 days (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.

Closing date for applications: Monday 4th December 2023, 9am

Interviews: Monday 11th December 2023

For further information and how to apply please visit www.emmauscat.com/vacancies

Completed application forms and supporting documents should then be sent to Alison Smith, Executive Administrative Manager; alison.smith@emmauscat.com

