

Finance Assistant

Salary: NJC Grade 4 SCP 7 – 11, FTE £24,294 to £25,979
(actual pro-rata salary £16,000 to £21,000 per annum). [Pay
award pending]



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.

Please contact Alison Smith, Executive Administrative Manager via email; alison.smith@emmauscat.com for further details and application form.

All completed application forms and supporting documents should be emailed to Alison Smith at the above address.

Contract/Hours of work: 25 – 30 hrs per week (hours to be worked over 4-5 days)

Permanent, with an option for TTO contract (to be discussed at interview)

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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 Head of Finance.

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.

Closing Date: Friday 5th July 2024, 9am
Interviews will take place on
Wednesday 10th July 2024 at Jackson House,
Sale.