



**Application Pack**

**FINANCE BUSINESS PARTNER**

## Welcome from the Emmaus Catholic Academy Trust (Diocese of Salford)

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

We believe that the Finance Business Partner 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 Central Finance Team and Emmaus CAT headteachers and School Business Managers we are very much looking forward to recruiting an outstanding Finance Business Partner. The successfully appointed candidate will join our Central Finance Team and work with the Business Partnering team – working alongside the CFO, Head of Finance, Finance Business Partners and Transactions Team to support a portfolio of newly-converted schools and ensure clear monthly reporting, re-forecasting, budgeting and planning, including integrated curriculum financial planning (ICFP).

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

## VISION

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.

## STRATEGY

### 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

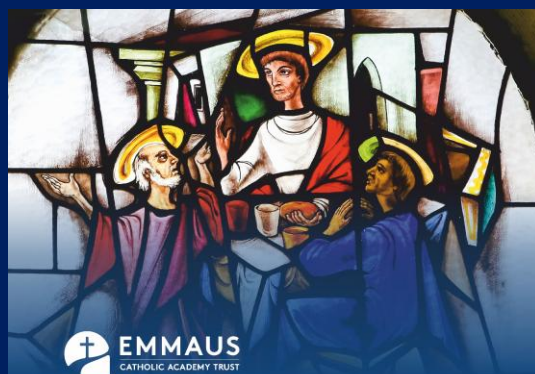
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

### 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.

## 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.**



 **EMMAUS**  
CATHOLIC ACADEMY TRUST

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–2025/2026

#### 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 currently educates approximately 9,338 children, and employs approximately 1,180 staff.**


- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 235
- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Anne's RC Primary School, Stockport – 227
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 238
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St Joseph's RC Primary School, Oldham – 227

- St Kentigern's RC Primary School – 454
- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Manchester – 196
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401

**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 Malachy's RC Primary School – 233
- St John Bosco RC Primary School – 223
- 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
- St Matthew's RC High School – 1319
- St Joseph's RC Primary School – 503





# Finance Business Partner

**Salary: NJC Grade 9 SCP 36 – 40, £47,181 to £51,356 with future progression to NJC Grade 10 SCP41-43, £52,413 - £54,495**

The Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic Education to our pupils. We are seeking to expand our central team in line with the growth of the CAT and appoint a Finance Business Partner to support both primary and secondary schools and welcome applications from all faiths.

We are seeking a forward thinking, highly organised and personable finance professional, who can support our CFO and Head of Finance and work with the wider finance team and existing Business Partners, to ensure that the CAT's finance systems are robust and that there is a consistent approach to financial reporting, financial planning and analysis and compliance.

The post-holder will support a portfolio of schools to ensure clear monthly reporting, re-forecasting, budgeting and planning, including integrated curriculum financial planning.

The Finance Business Partner will have responsibility for the following.

- The financial transactions of a portfolio of schools (Primary & Secondary)
- Budgets and forecasts for allocated schools, including post-conversion budget
- Monthly Management Accounts for allocated schools
- Assisting with the on-boarding of new schools joining the CAT
- Developing and training school staff, working with them to develop consistent and timely month end processes
- Assisting the Senior Finance Business Partner and central finance team with financial compliance, including internal and external audit and the controls and assurance framework
- Working with the CFO and Head of Finance to develop and embed ICFP (integrated curriculum financial planning)
- Supporting with project finance – including people strategy and school development plans.

**Contract/Hours of work:** Full-time, 35hrs per week, **all year round**

**Salary:** NJC Grade 9, SCP 36 – 40, £47,181 - £51,356, with future progression to NJC Grade 10, SCP 41-43 £52,413 - £54,495

- **Membership of Local Government Pension Scheme (Career Average Benefits)**
- **26/31 days annual leave plus up to 4 additional Christmas closure days.**

#### **Location:**

We operate a flexible working model, with the option to work occasionally from home. Our central offices are in Sale and attendance will be required across allocated schools on key dates.

**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 Business Partner will report directly to the Senior Finance Business Partner.

#### **Key contacts:**

Finance Team, Central Team, Headteachers and School Business Managers

#### **Responsibilities**

The Finance Business Partner will support a group of secondary and primary schools, including budget-setting and on-boarding of new convertor schools.



# Finance Business Partner

## Job Description

The post holder will report directly to the Senior Finance Partner.

### Main purpose of the role:

The post-holder will support a portfolio of schools to ensure clear monthly reporting, re-forecasting, budgeting and planning. This will include working closely with new schools joining the CAT and supporting the conversion and on-boarding process.

### The Finance Business Partner will have responsibility for the following:

- The financial transactions of a portfolio of Schools
- Budgets and forecasts for allocated schools, including post-conversion budget
- Monthly Management Accounts for allocated schools
- Assisting with the on-boarding of new schools joining the CAT
- Developing and training school staff, working with them to develop consistent and timely month end processes
- Assisting the CFO and central finance team with financial compliance, including internal and external audit and the controls and assurance framework
- Working with the finance team to develop and embed ICFP (integrated curriculum financial planning) to identify financial efficiency
- Supporting with project finance – including people strategy costings, SEND strategy costings and school development plans

### Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

### Financial Transactions and Reporting:

- Responsible for the financial reporting of a portfolio of schools
- Responsible for producing monthly management accounts on a full accruals basis at an individual school level, and working with school leaders to produce informed and accurate year end forecasts

- Report monthly management accounts to the school leadership team (Headteacher and SBM), detailing any key variances or risks
- Work closely with school leaders to produce annual budgets and 3-year plans in line with Trust-level agreed assumptions and timetable, ensuring that the context of the school is fully understood and that budgets are linked to school development plans
- Report monthly management accounts and forecasts on both a revenue and capital basis to the CFO, providing high level summary on key variances to support board level reporting
- Attend local governing body meetings and producing high level reports for these meetings, focussing on benchmarking, KPI's and ICFP metrics
- Work with CFO and finance team to embed ICFP at both secondary and primary level. Present findings to Local governing Bodies and Education Leaders, identifying financial efficiencies
- Support with project costings for school development plans, People Strategy, SEND strategy and other projects and deep dive reviews, presenting findings in a clear and understandable manner
- Maintain contract databases for portfolio of schools to ensure accurate budgeting and to support the CAT-wide procurement strategy.

### Academy Conversions & CAT Growth

- Work with new schools during the conversion process to set budgets, explain financial concepts and ensure training on key financial systems is in place post-conversion and key timelines are explained.
- Attend conversion meetings with School Leaders to explain key changes and timelines and deal with queries from new schools

## People

- Develop strong working relationships with School Leaders (Headteachers and SBM's) within portfolio of schools
- Explain key concepts and financial risks to Local Governors and colleagues within central team
- Attend regular finance network meetings and training with central finance team and SBM's from across the CAT
- Work with finance transactions team to ensure accurate and timely delivery of monthly management accounts
- Develop strong working relationships with central team (Operations and Education) to support schools a delivery of finance strategy

## Policies, audit and regulatory compliance

- Work to Trust financial reporting timetable to ensure that all finance reporting deadlines are met
- Understand the requirements of the Academy Trust Handbook and support the CFO and finance team in monitoring school compliance with finance policies and supporting with any queries
- Support schools with business cases and other requests from a finance perspective
- Provide timely information to the internal and external auditors
- Support CFO in presenting key updates at termly network meetings to an audience of School Business Managers
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

## 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 and 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 people 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.
- 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.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and 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. 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 strong GCSE level passes in English and Maths	E
Educated to at least A Level or equivalent	E
AAT/CIMA/ACA/CIPFA or other recognised finance qualification	E
Experience	
3 years' experience in a finance role that includes financial transaction, reporting and preparation of reconciliations and management accounts	E
Experience of setting and monitoring budgets	E
Experience of education charity sector	D
Skills and Aptitudes	
The ability to use financial management information systems, Microsoft Excel to a good standard, Microsoft Word and Powerpoint	E
Knowledge of budgeting & planning processes	E
Knowledge of integrated curriculum financial planning	D
Knowledge of regulatory framework for multi academy trusts	D
Ability to contribute to the preparation of statutory accounts	E
Personal Qualities	
A flexible approach and willingness to learn	E
Good communications skills and the ability to inform and persuade others	E
Good problem-solving skills	E
An attention to detail, especially in relation to processes and systems	E
Ability to work in a timely manner and follow a monthly timetable for reporting	E

A commitment to the safety and wellbeing of children and young people	E
A commitment to equality, diversity and inclusion	E
<b>Special Requirements</b>	
Satisfactory enhanced clearance with the Disclosure and Barring Services	E
Pre-Employment Health Check	E
Willingness and ability to travel to schools across the CAT and attend various key events	E
Full driving licence	E
An appropriate understanding of child protection and data protection	D





**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](http://www.emmauscat.com)

 @EmmausCAT

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

**Closing date: Monday 3<sup>rd</sup> November 2025, 9am**

**We will be shortlisting on Tuesday 4<sup>th</sup> November 2025 and successful candidates will be informed on that day.**

**Interviews will take place: Friday 7<sup>th</sup> November 2025**

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager at Emmaus Catholic Academy Trust by email; [recruitment@emmauscat.com](mailto:recruitment@emmauscat.com)

