

Finance Business Partner

Salary: NJC Grade 9 SCP 36 – 40, £46,371 to £49,764



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 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 Secondary and Primary 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 – due diligence and budget setting
- 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 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
Permanent, All Year Round

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Membership of Local Government Pension Scheme
26/31 days annual leave (dependent on continuous service)
and 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 Chief Financial Officer.

Key contacts:

CFO, Head of Finance, central team, headteachers and School Business Managers

Responsibilities

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

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

Closing date for applications: Tuesday 7th January 2025, 9am

Interviews will take place on Thursday 16th January 2025 at Jackson House, Sale