

Finance Officer

Salary: NJC Grade 7, SCP 26-30, £36,124 - £39,513



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 Officer. 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 across our portfolio of schools, along with day-to-day line management of two part-time finance assistants.

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



Contract/Hours of work: Full time, 35hrs per week (0.8FTE/28 hours contract would be considered, please discuss at interview)

Permanent, all year round

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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 Officer will work under the direction of the Head of Finance and will line manage the part-time Finance Assistants within the Transactions Team.

Key contacts:

CFO, Head of Finance, the Central Team, Emmaus CAT School Business Managers any other relevant key personnel.

Responsibilities

Working with the Central Finance Team to support efficient transactional processing and reconciliations.

Interviews will take place on Friday 24th January 2025 at Jackson House, Sale.