



**NEWMAN
CATHOLIC
TRUST**

HEART SPEAKS TO HEART

TRUST FINANCE MANAGER RECRUITMENT PACK



Who We Are

‘Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential.’



The Newman Catholic Trust exists to ensure that every child entrusted to our schools receives an education rooted in dignity, ambition and care. We believe that education changes lives, and have proven that strong leadership, clear systems and responsible stewardship are essential to making that possible.



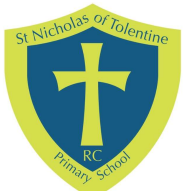
Formed in 2022, we are a growing family of seven Catholic primary schools, educating around 1,500 pupils and employing over 250 staff. While we are a young Trust, our purpose is clear and our ambition is well established: to build sustainable, high-performing schools where children flourish academically, socially and spiritually.



We are values-driven and impact-focused. Our Catholic ethos shapes how we lead, how we serve our communities and how we make decisions. Finance in our Trust is not a back-office function. It is central to opportunity, equity and long-term sustainability. Strong financial practice enables excellent teaching, inclusive provision and confident leadership at every level.



For a Finance Manager, this is an opportunity to contribute to work that genuinely matters. You will play a key role in building robust, intelligent financial systems that support our schools, strengthen governance and ensure that resources are used wisely and ethically in the service of children and communities.



Our Schools

Our seven schools are distinctive in character but united by shared values, high expectations and a strong sense of community. Each serves its local area with pride, offering a nurturing Catholic environment alongside a clear commitment to academic excellence and inclusion.



Across the Trust, our schools are known for their strong pastoral care, dedicated staff teams and their commitment to meeting the needs of all pupils, including those with additional and complex needs.



Central services exist to protect what makes each school unique while strengthening consistency, sustainability and shared practice, ensuring leaders can focus on what matters most: the education and wellbeing of the children in their care.



HEART SPEAKS TO HEART



Our Values

***“The values we choose today shape the people we become tomorrow.”
— Pope Francis***

-  **WE BEGIN IN HOPE**
-  **WE STRIVE FOR EXCELLENCE**
-  **WE WALK IN AUTHENTICITY**
-  **WE ACT WITH RESPONSIBILITY**
-  **WE SPEAK WITH TRUTH**

Our work is guided by our HEART values of **Hope, Authenticity, Excellence, Responsibility and Truth**. Together, they shape how we lead, how we make decisions and how we steward the trust placed in us by families, schools and communities.

- Hope calls us to believe in the potential of every child and to plan boldly and sustainably for the future.
- Authenticity demands integrity between what we say and what we do.
- Excellence sets the standard for our teaching, leadership and systems.
- Responsibility reminds us that public resources must be used wisely and ethically.
- Truth anchors our work in honesty, transparency and professional courage.

These values are not aspirational statements but daily commitments that ensure our Trust remains principled, resilient and focused on what truly matters.

Trust Finance Manager

4 days per week (29 hours)

Term Time + 2 weeks

1-year Fixed Term Contract (initially)

Newman 10 - NJC Pay Scale 32-35
(starting actual salary £30,651 - £33,014)

A Unique Opportunity to Make Your Mark:

The Cardinal Newman Catholic Educational Trust is growing, and so are our central services. We are building a leadership team that will make a real difference to how our schools work—and we're looking for a Finance Manager who wants to be right at the heart of that change.

We are seeking an experienced Trust Finance Manager to join the Trust central finance team. This hands-on senior role requires strong strategic and financial expertise, as well as the ability to drive efficiency.

As we enter an important new phase in the life of The Cardinal Newman Catholic Educational Trust, we are looking for a motivated and ambitious Trust Finance Manager to join our dedicated central team at a pivotal point in our journey.

This is not just another finance post. As the Trust grows and evolves, you will play a key role in building, refining and embedding outstanding financial practice, ensuring every decision and process supports the flourishing of our schools and the children we serve. The post offers a unique opportunity to make your mark and grow alongside the Trust as we expand.

We want someone who thrives on responsibility, cares about getting things right, and enjoys working with people as much as they do with spreadsheets. You'll help us turn finance into a real service for our schools—not just a process to be managed, but a partner to lean on.



Trust Finance Manager

About the Role

You will support the Chief Financial Officer (CFO) to ensure the smooth and accurate processing of all transactional finance activities and be responsible for managing the Trust's ledgers, up to and including, the preparation of the monthly management accounts and budgeting.

This role is ideal for someone who thrives in a collaborative environment, has a passion for finance, and possesses strong interpersonal and stakeholder management skills. You will play a vital role in supporting the extended finance team, stepping in to provide hands-on support when needed, and contributing to the continuous improvement of our finance function.

The central finance team is collectively responsible for managing the financial functions of our Trusts, that allows other members of the Trust and its school's leadership teams to focus on teaching, learning and business operations.

Please note there is some flexibility in working hours/days and location, in line with Trust needs.

The ideal candidate will:

- Bring experience as a Finance Officer, School Business Manager or in a similar finance role, ideally within an academy trust, school or local authority.
- Be confident managing accounts, ledgers, budgets and reconciliations with accuracy and attention to detail.
- Have strong analytical, IT and organisational skills, with the ability to present financial information clearly to a range of audiences.
- Be an excellent communicator with strong interpersonal skills and confident in working with a wide range of stakeholders, both within the Trust and wider agencies.
- Be proactive, positive and able to work independently, while also valuing collaboration and teamwork.
- Be committed to our values and understand that strong financial practice enables the best possible experience for children, staff and communities.



We offer:

- A central role in a Trust that is ambitious, values-driven and entering an exciting period of development.
- Supportive colleagues and professional development tailored to your ambitions and expertise.
- Flexible working arrangements and a genuine commitment to wellbeing and work-life balance.
- Access to the outstanding Local Government Pension Scheme.
- Generous holiday entitlement and access to the Trust's comprehensive benefits package.
- A motivated and dedicated team and Board committed to excellence and community service.



Trust Finance Manager Applications

Further details are available on www.newmancatholictrust.com

Please submit your Application via **MyNewTerm**

Any questions please email:
enquiries@newmancatholictrust.com
ceo@newmancatholictrust.com
cfo@newmancatholictrust.com

Closing Date 9th February 2026 at 5pm

Interviews for candidates will be 12th February 2026

The recruitment process is robust in seeking to establish the commitment of candidates to support the Trust's measures to safeguard and promote the welfare of children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. All applicants must be willing to undergo child protection screening, including checks with past employers and safeguarding checks.

All applicants will be required to provide three suitable references. We promote equal opportunities for all.



This is a chance to make a significant impact while being part of a wider Trust family that values coaching, collaboration and Catholic education.

Trust Finance Manager Job Description

Post holder:	Job Title: Trust Finance Manager
Service: Central Trust Finance Team (supporting all academies in the Trust)	Responsible to: Chief Finance Officer (CFO)
Leadership area and designation: CEO, CFO; Principals and School Business Managers/administrators in each academy; Local Governing Committees (LGCs) and Trustees; External Auditors and regulatory bodies; Suppliers and service providers.	Grade: Newman Scale 10 (NJC Scale 32-35)
Primary contacts: Trust Central Office with regular visits to academies across the Trust. Hybrid working (office/home) by agreement.	Location: Term Time plus 2 weeks. Some flexibility in working hours and location in line with business needs.

Purpose of role:

To support the Chief Finance Officer in delivering an effective and efficient finance service across the Multi-Academy Trust. The Finance Manager will ensure robust financial management and reporting for the Trust's schools, maintaining compliance with all applicable regulations and policies. This role serves as the deputy to the CFO in operational finance matters, overseeing day-to-day finance processes, producing management information, and contributing to strategic financial planning as the Trust grows (including the integration of future secondary schools). The Finance Manager plays a key part in safeguarding the Trust's financial sustainability and supporting informed decision-making by senior leaders and governors.

Roles and Responsibilities:

Financial Accounting and Processing:

Oversee the monthly finance cycle for the Trust. Ensure all financial transactions are processed accurately and on time, including purchase ledger, sales ledger, and banking. Perform monthly control account and bank reconciliations for all academies, investigating and resolving any discrepancies. Prepare and post necessary journal entries (e.g. for payroll, credit card expenditures, inter-company charges between schools, accruals and prepayments) to maintain accurate accounts.

Management Accounts and Reporting:

Produce timely and accurate monthly management accounts for the Trust and each academy. This includes preparing draft income & expenditure reports, balance sheet reconciliations, and variance analysis with explanatory narratives for review by the CFO. Update financial dashboards and reconciliation tools as needed. Provide draft financial reports and commentary to the CFO, to be shared with school leaders and Local Governing Committees in line with the Trust's reporting timetable. Assist the CFO in preparing finance reports and packs for the Trust Board and Finance Committee meetings.

Trust Finance Manager Job Description

Budgeting and Forecasting:

Assist in the development of annual budgets and periodic reforecasts for each school and the central trust, in collaboration with the CFO and school leadership. Support the preparation of budget narrative documents that explain assumptions and variances for different audiences (governors, senior leaders, etc.). Maintain rolling cashflow forecasts for the Trust, monitoring actual cash position vs projections, and alert the CFO to any potential shortfalls or funding issues.

Payroll and Pensions Support:

Work closely with the HR/Payroll provider to ensure the monthly payroll is processed correctly for all staff. Review preliminary payroll reports for accuracy (e.g. checking starters, leavers, changes, statutory deductions) and liaise with the payroll provider to resolve any issues before final sign-off by the CFO. Post payroll journals to the finance system each month and reconcile payroll control accounts (NI, PAYE, pension contributions, etc.) to ensure all payroll costs are correctly allocated and paid. Support staff pension reporting and assist with annual pension returns as required.

VAT and Taxation:

Take responsibility for the Trust's VAT accounting. Prepare the VAT126 reimbursement claims for each VAT period and ensure supporting documentation is complete. Reconcile VAT control accounts and monitor transactions for correct VAT treatment, seeking to maximize VAT recovery while remaining compliant with HMRC rules for academies. Act as a point of expertise for VAT queries within the Trust (with support from CFO or external advisors as needed).

Financial Controls and Compliance:

Uphold strong internal controls across all financial processes. Implement, maintain fidelity to and compliance with all Trust policies and regulations. Monitor compliance with the Academy Trust Handbook, funding agreement requirements, and the Trust's own financial policies. Conduct periodic internal checks (spot audits) on school financial records and processes (e.g. procurement, expenses, cash handling) to ensure adherence to procedures. Maintain finance risk registers or checklists as directed by the CFO, and help implement any improvements identified by internal or external auditors.

Internal Audit and Assurance:

Support the Trust's internal and external audit processes. Liaise with auditors by preparing required schedules, answering queries, and providing documentation during audit visits. Carry out internal assurance activities, such as maintaining transaction sampling logs, compliance trackers, and follow-up on audit recommendations to strengthen financial governance. Provide information and support to the Trust's Finance/Audit Committee or internal audit service for their termly reviews.

Trust Finance Manager Job Description

Value for Money and Procurement:

Support the CFO in monitoring value for money across the Trust. Analyse expenditure trends and identify opportunities for cost savings or efficiencies (for instance, through trust-wide procurement contracts or better resource allocation). Ensure purchase orders and contracts follow the Trust's procurement policy and that proper approval processes are observed. Where appropriate, lead or assist with procurement tenders and evaluate bids in accordance with financial regulations.

General Duties:

Act as a senior member of the Trust's support staff, demonstrating professionalism and alignment with the Trust's ethos at all times. Support the CFO and other members of the executive team in ad-hoc projects or information requests related to finance. Participate actively in relevant meetings (central team meetings, finance network meetings, etc.), contributing ideas and feedback to improve the overall effectiveness of the Trust's operations.

Maintain confidentiality and data protection in handling sensitive information, particularly payroll/staff personal data.

Safeguarding and Equality:

Carry out all duties with due regard to the safeguarding of children and young people, and to the promotion of equality, diversity, and inclusion in the school community. Ensure that financial decisions and advice consider the best interests of pupils. Adhere to the Trust's safeguarding policies and report any concerns in line with procedures.

Uphold the ethos and values of the Trust in all work. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health & safety, and data security, reporting any concerns to the appropriate authority. The post holder must ensure that equalities legislation and Trust standards are observed in performing the role.

Trust Finance Manager Person Specification

Finance Manager Person Specification		
Qualifications/Training	Essential	Desirable
GCSE (A–C/9–4) in English & Mathematics (or equivalent)	✓	
AAT Level 4 or part-qualified accountant (ACA, ACCA, CIMA, CIPFA)		✓
Full accounting qualification (ACA, ACCA, CIMA, CIPFA)		✓
Experience in finance processing, reporting, and reconciliations	✓	
Experience producing management accounts and supporting budgets	✓	
Line management or supervision of finance/admin staff		✓
Knowledge of academy/public sector finance and regulatory context	✓	
Use of finance/accounting software	✓	
Experience with VAT, payroll journals, and payroll reconciliation	✓	
Experience in education/MAT/public sector finance		✓
High proficiency in Excel and confidence with finance systems	✓	
Strong analytical, organisational and communication skills	✓	
Integrity, discretion and high professional standards	✓	
Team working, flexibility and commitment to Trust values	✓	
Strategic outlook and experience in Trust/MAT growth/expansion		✓
Behaviours		
Takes responsibility and accountability for both their own and their team's actions and development	✓	
Requires minimal supervision	✓	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality service provision.	✓	
Is adaptable to change/embraces and welcomes change	✓	