



**ST JOHN THE BAPTIST CATHOLIC
MULTI-ACADEMY TRUST**
PREPARE THE WAY



JULIAN
TEACHING SCHOOL HUB



Norfolk
Research
School

Trust Finance Officer Advert

Scale: E (Points 7 - 11)

Full time salary: £26,403 - £28,142 FTE **Actual salary:** £12,536 - £13,361

Hours: 20 hours per week term time + 2 weeks

Start date: September 2026

Contract: Fixed term until 31st August 2027

Working location: 2 days per week at Notre Dame High School, Norwich, one day per week at St Augustine's Primary School, Costessey

Closing Date: 2nd August 2026 (23:59) **Interview date:** 6th August 2026.

We are looking to appoint an enthusiastic, warm and professional Finance Officer to provide dedicated financial and HR support to St Augustine's Catholic Primary School, as part of our central Trust finance team.

The post-holder will spend two days a week working alongside the central finance team at Notre Dame High School, and one day a week on site at St Augustine's, giving the best of both worlds: close connection to the school community, and the support, training and career development that comes from being part of a larger central team. Whilst this is a fixed term role, the Trust is growing and there may be future opportunities for a permanent finance role in the future.

St. Augustine's is a warm and inclusive Catholic Primary school in the village of Old Costessey, on the western edge of Norwich, where pupils feel safe, valued and well known by the staff who care for them. Rated Good by Ofsted across every area in its 2025 inspection, the school has long been a valued part of its local community and is part of St John the Baptist Catholic Multi Academy Trust.

Whether you're working alongside the school community or with colleagues in the Trust central team, you'll be part of an organisation guided by our mission to "Prepare the Way" inspired by the life of Christ, helping every child to embrace possibility, flourish and grow in their faith. Our values of loving care, learning together and growing in faith shape not just life in our classrooms, but how we work together as a Trust.

Some of the main duties and responsibilities of the role will include:

- Processing orders and invoices
- Assisting Headteachers with annual budget setting
- Bank reconciliations

- Input towards monthly finance reports
- Recording staff absences
- Updating the Single Central Register
- HR filing and reporting

A detailed job description can be found below this advert information. Full training will be given for this role.

What we can offer

- The opportunity to work within a forward-thinking multi-academy trust, committed to achieving excellence through careful implementation, purposeful collaboration and people growth;
- Belonging to a professional, supportive and dynamic Trust finance team;
- Flexible working arrangements;
- Membership of the generous Local Government Pension Scheme;
- A 24/7 Employee Assistance Programme;
- Ongoing professional development and a commitment to wellbeing, as set out in our Staff Charter.

If you're interested in this role but would like to discuss it before applying, please do email crandallsmith@sjbcmat.org.uk and our Head of HR will be happy to organise a conversation with a member of the finance management team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protection practices of the Trust.