

RECRUITMENT PACK

Finance Manager

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WELCOME FROM KATY COX, CHIEF EXECUTIVE OFFICER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to eighteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Chief Executive Officer and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

JOB ADVERT

FINANCE MANAGER

37 HOURS PER WEEK/ FULL YEAR/ PERMANENT

GRADE 10, SCP 35- 40 £46,142 - £51,356

RESPONSIBLE TO: CHIEF FINANCIAL OFFICER

MAIN LOCATION: ROMERO CENTRAL OFFICE (BB12 7NG) WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

The Board of Directors of Romero Catholic Academy Trust wish to appoint a skilled, enthusiastic and highly motivated Finance Manager to join our aspirational team on a permanent basis. This is a rewarding opportunity to be part of our growing, and friendly, Multi Academy Trust.

Working in our central Finance Team, this will be a key role where you will be responsible for the strategic overview of finance as well as working flexibly across the Trust providing strategic oversight and guidance across our family of schools. The role of the Finance Manager is complex and demanding, but interesting and rewarding.

The appointed candidate will be qualified, qualified by significant experience or working towards ACCA/CIMA/ACA/CIPFA. You will have excellent analytical skills, knowledge of financial management and accounting procedures, excellent communication skills and be willing to undertake further training relevant to the role.

Although based at the Trust central offices, travel may be required to any of our Trust schools.

If you feel that you have the skills and attributes we are looking for, we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com and a call with the Head of Finance can be arranged.

To apply, please visit our website: www.romerocat.com where you will be redirected to our recruitment platform, My New Term.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Monday 29 th June, 9am
Shortlisting Date	Tuesday 30 th June
Interview Date	Wednesday 8 th July

FINANCE MANAGER

JOB DESCRIPTION

JOB PURPOSE

To support and assist the Chief Finance Officer and Head of Finance providing a responsive and professional Finance service to our family of schools within the Trust. To ensure our Multi-Academy Trust (MAT) remains compliant at all times with the various financial regulations applicable to Academy accounting.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

- To ensure all school business managers comply with all internal and external financial regulations
- Production of budgets and medium-term forecasts
- Contribute to the development of common financial systems across the Trust
- Support the Chief Financial Officer and Head of Finance in providing a high-quality service to support the Trust's vision and make a positive impact on pupils, staff and the community
- Line management, training and development of finance staff
- To work proactively and effectively with budget holders, managers, operational, finance and other staff within the schools across the Trust
- Ensuring academy leaders and School Business Managers have the financial information necessary to ensure best value in meeting the objectives of the Trust
- Producing detailed financial analysis of options to enable the Trust leaders and governance to make the right decisions
- Line management of finance staff and primary School Business Managers in relation to their finance function
- Preparation of budgets and three-year financial forecasts as a part of the Trust's financial planning process
- Preparation of accurate and timely management accounts with variance analysis in forms suitable for Headteachers and the Trust Board
- Assistance in completion of statutory and non-statutory financial returns, such as those required by the DfE, ESFA and HMRC
- Attendance at Trust Audit committee meetings, and at other meetings as requested e.g. schools' Local Governing Body meetings

- Maintenance and improvement of financial policies, procedures and controls, ensuring that these are complied with throughout the Trust and key individuals are aware of processes and their financial implications
- Ensure all actions from Internal / External Audit reports have been implemented
- To assist with devising and implementing appropriate accounting procedures to monitor and control school expenditure, provide assurance on accuracy, and to assist Trust schools to maximise the use of their resources
- Take a leading role in the development of financial systems and enhancements, or improvements in systems and processes to improve accuracy or efficiency
- Administration and development of Trust financial management systems.
- To liaise with the Trust payroll provider to ensure the monthly payroll operates efficiently and effectively, and to ensure all payroll related reports and returns are produced and submitted accurately and on time
- Provision of advice and guidance to Headteachers on pay forecasts and the impact on school budgets of changes in staffing plans

- To ensure all purchases follow appropriate competitive tendering/quotes as laid down in the Trust Finance Manual and Trust Procurement Policy
- To ensure accurate financial accounting records are maintained that meet both financial management and financial accounting requirements, including control and maintenance of the Trust chart of accounts
- To ensure regular and timely reconciliation of all balance sheet control accounts
- To liaise with external and internal auditors as appropriate and oversee implementation of any agreed recommendations
- To lead and develop the School Business Managers and finance staff, including training and weekly team and monthly 1:1 meetings
- To encourage financial awareness amongst school support staff, including the School Operations Managers, as appropriate
- To monitor cash flow in each school and raise awareness if spending needs to be controlled to remain within cash limits

ADDITIONAL RESPONSIBILITIES

- The postholder will also carry out any other reasonable instructions relating to Finance support given by the Head of Finance, Chief Finance Officer, or Chief Executive Officer in order to support the work of the Trust and its schools

- This job description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed
- Some of the above responsibilities may be achieved through effective delegation and supervision of the day-to-day tasks involved
- Whilst every effort has been made to explain the main duties and responsibilities of the post, the list is not comprehensive

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

The above list is not exclusive or exhaustive, and Romero 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 Romero CAT's responsibilities towards safeguarding.

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

FINANCE MANAGER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
Part-qualified or full qualified (ACCA/CIMA/ACA/CIPFA) or qualified by significant relevant experience	E	A/C
Qualification in School Business Management e.g. CSBM, DSBM or other finance qualification e.g. AAT	E	A/C
5 GCSEs including Maths and English Grade C or above (or equivalent)	E	A/C
Knowledge and Experience		
Financial management, managing budgets, financial reporting, procurement and management of fixed assets	E	A / I
Experience of working in a leadership team or an appetite to lead and develop your own team	D	A / I
Management of staff teams, including professional development and performance management	E	A / I
Project management, planning, managing and monitoring work	D	A / I
Relevant experience within a medium/large organisation or school – minimum 4 years	E	A / I
Developing effective financial administrative systems and procedures	D	A / I
Supporting and advising senior leadership within an organisation	D	A / I
Skills and Abilities		
Ability to deliver services and systems applicable for effective school management	E	A / I
A good knowledge of financial management and accounting procedures	E	A / I / T
Ability to devolve responsibilities, delegate tasks and monitor work	E	A / I
Comprehensive understanding and use of a variety of financial management systems	E	A / I
Excellent analytical skills, including use of Excel	E	A / I
Knowledge of what constitutes 'best value' and the ability to translate this into all aspects of the job description	E	A / I
Knowledge and understanding of personnel management	E	A / I
Ability to maintain strict confidentiality and discretion at all times	E	A / I
Personal Qualities		
Excellent organisational, planning and analytical skills	E	A / I
Committed to the development and ethos of the Trust	E	A / I
Ability to manage people effectively to achieve an efficient and effective team of staff	E	A / I
Ability to build and maintain effective working relationships with a wide variety of people	E	A / I
Ability to work under pressure and to strict deadlines	E	A / I
Reliable, flexible and approachable	E	A / I
Committed to own professional development	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I

Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		



EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

FINANCE MANAGER

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com and a call with the Head of Finance can be arranged.

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