



St Thomas Catholic Academies Trust,
c/o St Joseph's Catholic High School, Shaggy Calf Lane,
Slough, Berkshire, SL2 5HW

Tel: 01582 361600 **Email:** admin@stcat.co.uk

www.stcat.co.uk |  @STCAT5

Company registration number: 09660515

Trust Account Manager (primary school cluster)

STCAT Luton pay grade L4 (scale points 10-13)

37 hours per week, full time permanent position

Responsible to: Chief Financial and Operations Officer (CFOO)

St Thomas Catholic Academies Trust is a family of 18 Catholic schools (increasing to 20) based in the South of the Diocese of Northampton. The Trust is committed to excellence in all that it does.

St Thomas Catholic Academies Trust provides the framework through which schools can offer powerful support to one another, working in solidarity to realise the potential in each child and each member of staff we have the privilege to serve. We have an unshakeable belief that every child is unique, created in the image of Our Lord, Jesus Christ, and each child, with the right love and support, will thrive and succeed.

We are seeking to appoint an existing Business Manager/ experienced Finance Officer looking for career progression, who will be responsible for supporting our Headteachers in managing their budgets and management accounts, and ensuring our schools receive the best financial services possible. The individual will be working within the Central Finance Team reporting to the CFOO but will be largely onsite across their schools based in Luton. This role will cover two small primary schools with shared Leadership and administrative staff and one secondary school within the Trust. Occasional travel to other Trust locations may be expected for team training events.

You will be joining at an exciting time as our Trust grows and we look to develop an effective, efficient and innovative finance and operations model, that delivers excellence.

JOB DESCRIPTION:

Summary of Main Responsibilities

Finance and Payroll

Assisting the CFOO to provide an exceptional finance and payroll service within the Trust by supporting in the management of £80m plus Trust budget.

Your responsibilities will include:

- Posting local income for schools (ESFA funding will be posted by the Trust Accounts Receivable Officer). Post holder will also be responsible for chasing local authorities and debtors if income has not been received
- Assisting school SLT with figures or data required is applying for school level grants, with the support of the CFOO where necessary

The glory of God is a human being fully alive!

- Posting all purchasing card transactions on receipt of supporting documentation from schools. Chasing down receipts where not readily provided and reconciling credit card control accounts.
- Inputting accounting data into the accounting system with speed and accuracy, ensuring nominal coding is in line with the DfE chart of accounts
- May be required to assist with posting purchase orders and invoices where there is a high volume, of the central processing team are absent
- Responsible for processing staff changes in the payroll system, entering new starters and terminating contracts for leavers.
- Responsible for undertaking monthly payroll reconciliation in the budgeting system, investigating discrepancies, and taking ownership for seeing those through to resolution.
- Producing monthly management accounts and presenting outcomes to the Headteacher. Assisting the Headteachers in managing their budgets by producing monthly information, highlighting variances, and assisting the Headteacher in establishing reasons for the variances.
- To provide the CFOO with a monthly report on outcome of meetings and escalate any queries/issues as required.
- Producing financial reports and guidance to Headteachers on presentation of finances to their Local Academy Committees.
- Producing reports on restricted funds as and when required
- Manage fixed assets registers for all schools.
- Providing training to school budget holders on how to use the finance system
- Updating the forecast budget where large in year changes to funding occur.
- Compiling data for draft annual budgets and working with Headteachers/CFOO to create a balanced budget.
- Arranging the collation of financial and payroll data required for internal scrutiny
- Assisting with external audit queries as directed by the CFOO
- Undertaking month and year end tasks as directed.
- Ensuring that all processing procedures in accordance with the Trust's Financial Procedures Handbook and the Trust's Scheme of Financial Delegation.
- Assisting in the development of policies, systems and procedures by providing innovative and creative solutions.
- Planning, organising and managing own workload to ensure your contribution to the school's financial reporting process is achieved in a timely and accurate manner.

Embodying the STCAT way

- Set high expectations of conduct and act as a good role model for others.
- To play a full part in the life of school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the performance management process.
- To continue personal development as agreed.
- Communicating effectively with all members of the school community as well as outside contractors.
- Working well within a team as well as independently.

Compliance

- Be aware of/comply with all Trust policies and procedures including those relating to child protection, health and safety, equal opportunities, confidentiality/data protection, reporting concerns to the appropriate person.
- Carry out all duties with regard to the Trust policies and codes of conduct.
- To attend relevant meetings, training sessions and school events as required
- To cover for absent colleagues as directed.

Requirements

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.
- Be able to travel between sites and more widely across the Academy Trust.

Additional Notes

- Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile

PERSON SPECIFICATION: Trust Account Manager

Skills/Experience	Essential	Desirable	How measured
Finance experience of three years plus	✓		
At least intermediate knowledge of financial accounting systems and software.	✓		
Experience of accounting – processing/reconciling, paying invoices, ordering resources etc.	✓		
Experience of using IRIS Financials		✓	
Experience of using IMP software		✓	
GCSE Maths/English (or equivalent)	✓		
Proficient in the use of Microsoft Office, including creating and editing word and creating and manipulating Excel spreadsheets.	✓		
Strong communication skills, both written and oral. Happy to communicate via TEAMS/phone, using email as last resort	✓		
Accounting Qualification or Part Qualification/Studying such as AAT or Degree		✓	
Understanding of relevant policies/codes of practice and ability to quickly understand and respond	✓		

appropriately to policies and procedures in depth and respond quickly to any changes in legislation			
Ability to multitask, prioritise workload and to keep calm under pressure.	✓		
Must be polite, professional and approachable manner at all times	✓		
Ability to work both independently and flexibly and be open and adaptable to change, acting as an ambassador	✓		
Ability to work with accuracy and to a consistently high standard.	✓		
Experience of working successfully as a member of a team and across teams to resolve issues. Demonstrate a collaborative, supportive approach to working with colleagues across different teams	✓		
Previously worked in a Multi Academy Trust or in a School Environment.	✓		
An understanding of Safeguarding and Child Protection in a school environment	✓		
Must be able to demonstrate importance of confidentiality	✓		
Supportive of the Catholic ethos of the school.	✓		