



ASCENSION
CATHOLIC ACADEMY TRUST

ACAT Central Accountant

Reporting to: CFO/COO

Start Date: ASAP

Part time applicants will be considered (minimum 3 days). 52 week contract with 27 days holiday. Fixed term contract initially for 2 years.

Salary: TBC based on experience and qualifications.

Application deadline: 9th October 2024

Interviews: Week commencing 14th October 2024

Location: Twickenham / Sunbury, working across our Trust schools as required.

Ascension Catholic Academy Trust (ACAT) is a relatively new Multi Academy Trust comprising two Catholic secondary schools and four Catholic primaries serving in excess of 3400 pupils and is an employer of nearly 400 staff.

We need an intelligent, dynamic and versatile person to join our Central Team within which you will support our finance function.

Key responsibilities will include supporting our Finance Manager and ACAT schools with the following keys tasks:

- Budget monitoring and reporting
- Consolidation and management reporting packs
- Benchmarking and analysis
- Investment and cash flow management
- Accruals and prepayments
- VAT accounting and returns
- Other DFE returns and reporting
- Capital accounting
- Other ad hoc projects that drive efficiency

You will work closely with the ACAT Finance Manager and Business Managers in each school providing support where required and ensuring that deadlines are met. Specific responsibilities will also be allocated within our secondary schools.

Ascension CAT is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.

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website: ascensioncat.org • contact: admin@ascensioncat.org
Company number 14111862

CEO: Richard E. Burke MA

Diocese of Westminster

The ideal candidate will be a proactive team player with excellent organisational skills, someone who is keen to learn and undertake training, has an attention to detail and the ability to handle multiple tasks simultaneously.

If you are passionate about education, have a positive attitude and are ready to take on a new challenge, we want to hear from you. Join our team and make a real difference in the lives of our students and staff.

We offer a supportive and attractive working culture, a flexible working arrangement in terms of working hours, a competitive salary, and a willingness to ensure you are professionally developed.

Qualifications, experience and attributes:

- Relevant accounting qualification, part qualified considered (e.g. ACA, CIMA, CIPFA).
- Previous experience in finance roles, ideally within the education sector or a similar organisation.
- Sound financial management skills, including budget development, monitoring, and financial analysis.
- An excellent knowledge of Excel / Google sheets and use of finance systems.
- Strong leadership and management skills, with the ability to motivate and inspire others to achieve shared goals.
- Excellent written and verbal communication, negotiation, and interpersonal skills, with the ability to build effective relationships with diverse stakeholders.
- Knowledge of relevant legislation, regulations, and standards related to estate management, health and safety, and environmental sustainability.
- Commitment to the values and mission of ACAT, with a focus on promoting educational excellence and improving outcomes for students.
- Strong organisational abilities with strong attention to detail
- An ability to exercise impartial judgement and advise Board appropriately
- A proactive approach to ensure best practice with a commitment to continuous professional development.

For further information, please contact Anna Fisher at admin@ascensioncat.org