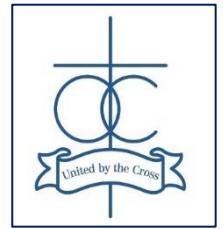




**EDITH STEIN CATHOLIC ACADEMY TRUST  
AND  
OAKLANDS CATHOLIC SCHOOL  
AND SIXTH FORM COLLEGE**



**DUAL ROLE  
CHIEF FINANCIAL OFFICER (CFO)  
AND SCHOOL BUSINESS MANAGER**

<b>Contract Type:</b>	Full time, permanent
<b>Working Hours:</b>	37 hours per week
<b>Salary:</b>	£62,293 - £69,863 (Grade I) (potential for higher grade for exceptional candidate)
<b>Holiday:</b>	27 days per year plus Bank Holidays
<b>Start Date:</b>	1 <sup>st</sup> April 2025 or as soon as possible after
<b>Closing Date:</b>	Wednesday 23 <sup>rd</sup> October 2024, 12.00noon
<b>Interviews:</b>	Week beginning 4 <sup>th</sup> November 2024

Edith Stein Catholic Academy Trust (ESCAT) seeks to appoint a dynamic and highly motivated person to fulfil the dual role of Chief Financial Officer for the Multi Academy Trust (MAT) and School Business Manager for Oaklands Catholic School and Sixth Form College.

The successful candidate must be passionate about working to secure the best possible outcomes for all our children, families and the wider community. The Trust has ambitious plans for growth. The successful candidate will eventually have the single responsibility of Trust CFO, thereafter the position of Business Manager for Oaklands will be advertised.

We are seeking an individual who enjoys taking the initiative; and has the resilience and ability to manage people effectively as part of a team.

**We can offer:**

- An attractive salary
- Option to work from home
- Child care vouchers
- Cycle to work scheme
- Free parking
- Access to professional development
- A dedicated and enthusiastic team of staff and Trustees
- Support from colleagues within all our schools

## **Key Responsibilities for Chief Financial Officer**

1. To ensure the financial sustainability of the MAT.
2. To liaise with each Academy for the procurement, provision, commissioning, monitoring, quality assurance and cost-effectiveness of services provided by the MAT.
3. To ensure that all requirements of the DfE, the Education Skills Funding Agency and the Academies Financial Handbook are met
4. To prepare annual consolidated accounts and budget forecast for the Trust.
5. To produce timely, accurate and appropriate reports and financial forecasts for the Trust.
6. To consolidate the Academy budgets and hence produce the Trust's budget. liaise with Academy Headteachers so as to achieve best value.
7. To take responsibility for the speedy and effective introduction of financial systems and processes in Academies joining the Trust.
8. To oversee the provision of appropriate business support (eg HR, finance, IT and audit) for Academies within the MAT in order to achieve best value.
9. To oversee the procedures to ensure that all Academies are compliant with the requirements of the Academies Financial Handbook and Companies House and operate under appropriate schemes of delegation.
10. To liaise with external auditors.
11. To liaise with payroll and HR providers on all Trust matters.

## **Key Responsibilities for School Business Manager**

1. Lead on finance, health and safety, site management, HR and safeguarding.
2. Ensure effective systems and procedures in all aspects of school administration.
3. Provide month end finance documentation.
4. Plan and prepare budget forecasts for all schools in the MAT.
5. Promote all schools within the MAT and endeavour to secure funding from various sources.
6. Be a positive and enthusiastic individual who demonstrates commitment, is a strategic thinker and has effective financial management skills.

## **Further Information and Associated Documentation**

ESCAT is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to DBS check along with other relevant employment checks.

Please visit the website [www.oaklandscatholicschool.org](http://www.oaklandscatholicschool.org), for the Applicant Information Pack and relevant application forms.

[ESCAT Strategy Document 2024-2028](#)

[ESCAT Annual Report and Financial Statements 2022-2023](#)

[ESCAT Growth Plan 2024-2025](#)

[Trustees' Annual Report to Stakeholders 2022-2023](#)

## **Contact**

Mrs Sarah Mann, PA to Headteacher  
02392 259214

[s.mann@oaklandscatholicschool.org](mailto:s.mann@oaklandscatholicschool.org)

Oaklands Catholic School and Sixth Form College, Stakes Hill Road, Waterlooville, Hants PO7 7BW