



DIRECTOR OF FINANCE RECRUITMENT PACK

FEBRUARY 2025



Welcome from the Chief Executive Officer



Dear Applicant,

Thank you for your interest in the post of Director of Finance at St John Paul II Multi Academy (SJPIIMA).

This is an exciting opportunity to join a highly successful and expanding Catholic Multi Academy that is dedicated to providing outstanding education across our primary and secondary schools.

As a Multi Academy, we are committed to ensuring that all our students receive an education that allows them to flourish academically, spiritually, and personally. The Director of Finance will play a crucial role in our future growth, supporting the Academy's financial sustainability and strategic planning.

Please do not hesitate to contact us if you require any further information. We look forward to receiving your application and welcoming the successful candidate to our team.

Best wishes,

Teresa Cotter

Chief Executive Officer
St John Paul II Multi Academy



About the Multi Academy



St John Paul II Multi Academy is a growing and dynamic Catholic Multi Academy Trust, currently comprising seven primary and two secondary schools, with plans for further expansion.

Our schools are located in Sutton Coldfield, Erdington, and Aston, serving diverse communities and ensuring that all pupils receive an exceptional education grounded in our Catholic values.

We are dedicated to:

- Upholding our Catholic ethos and values across all schools.
- Providing high-quality education to enable students to reach their full potential now and into the future.
- Ensuring strong financial stewardship to support long-term sustainability and growth.
- Fostering a culture of collaboration, continuous improvement, and professional development for all staff.



About the Role



We are looking to appoint an experienced and driven Director of Finance to lead the financial management of the Multi Academy.

This is a pivotal role, ensuring financial sustainability, compliance, and strategic planning as we continue to grow.

As Director of Finance, you will:

- Provide strategic financial leadership, ensuring robust financial planning and reporting.
- Develop and oversee the Multi Academy's financial strategy, aligning financial resources with the Multi Academy's objectives.
- Lead the budgeting process, ensuring efficiency, transparency, and compliance.
- Ensure compliance with the Academies Financial Handbook, Department for Education (DfE), and Education and Skills Funding Agency (ESFA) requirements.
- Develop financial strategies to support the Multi Academy's growth and long-term sustainability.
- Work closely with Principals, Local Governing Bodies, and the Board of Directors to ensure effective financial oversight.
- Lead and manage the finance team, fostering a culture of professional excellence and accountability.
- Oversee audit, risk management, and procurement to drive efficiency and value for money.
- Provide financial insights and recommendations to support strategic decision-making.

This role offers an exciting opportunity to make a significant impact on the future of our Multi Academy and the education of thousands of young people.

Job Description

Post:

Director of Finance

Contract:

Full time, permanent

Start date:

2nd June 2025 (earlier start date would be welcome)

Salary:

Grade 6 (£50,778-£62,801)

Location:

Hybrid Working Arrangements based at the MAC Central Office (Aston, Birmingham), Schools within The Academy, and some home working

JOB DESCRIPTION AND KEY RESPONSIBILITIES

Financial Management & Compliance

- Oversee all financial operations of the Multi Academy, ensuring accuracy and compliance.
- Ensure financial reporting meets all statutory requirements and regulatory expectations.
- Lead on financial forecasting, budget planning, and risk assessment to ensure financial sustainability.
- Provide clear financial insights and recommendations to the Board of Directors, CEO and Chief Operating Officer.
- Develop and maintain effective internal controls and governance procedures.
- Manage relationships with external auditors and ensure full compliance with audit requirements.

Strategic Planning & Growth

- Support the Multi Academy's expansion plans, ensuring financial stability and sustainability.
- Identify and implement innovative financial solutions to drive efficiency and effectiveness.
- Develop strategies for sustainable income generation and cost optimization.

Team Leadership & Development

- Lead and mentor the finance team, fostering a culture of excellence, collaboration, and professional growth.
- Ensure finance staff across the Multi Academy receive ongoing training and support to maintain high standards of financial management.

Procurement & Contract Management

- Develop and implement best value procurement practices across the Multi Academy.
- Manage financial contracts, service agreements, and funding applications to secure financial sustainability.
- Ensure compliance with procurement regulations and drive value-for-money initiatives.

Person Specification

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Director of Finance

Contract:

Full time, permanent

Salary:

Grade 6 (£50,778-£62,801)

Location:

Hybrid Working Arrangements based at the MAC Central Office (Aston, Birmingham), Schools within The Academy, and some home working

Salary and benefits

Start date:

2nd June 2025 (earlier start date would be welcome)

Essential Criteria:

- Qualified or progressing towards professional accounting qualifications (ACA, ACCA, CIMA, CIPFA, or equivalent).
- Demonstrable experience in strategic financial leadership, preferably within the education or public sector.
- Strong knowledge of financial management, audit processes, and regulatory compliance.
- Excellent communication and stakeholder engagement skills, with the ability to present complex financial information clearly.
- Experience in managing large-scale budgets and implementing financial systems.
- Strong analytical and problem-solving skills, with a proactive approach to financial challenges.
- Ability to lead and develop teams, fostering a high-performing finance function.

Desirable Criteria:

- Experience working within a Multi Academy Trust or educational environment.
- Knowledge of Academies Financial Handbook and ESFA funding requirements.
- Understanding of charity, public sector financial management, and governance regulations.

Salary:

- Salary: Grade 6 (£50,778 - £62,801) FTE

Benefits:

- Flexible working arrangements
- Employee Assistance Programme
- Local Government Pension Scheme
- CPD and professional development opportunities

How to apply...

If you believe you have the skills, experience, and passion to excel in this role, we would love to hear from you!

To arrange an informal discussion regarding this role, please contact Gavin Jones, Director of HR on 07747217234 or by email at g.jones@sjp2.net

To request an application pack please contact hr@sjp2.net

Application Deadline: Friday 7th March 2025 (12:00 pm)

Interviews: Week commencing 10th March 2025

We look forward to receiving your application and welcoming the successful candidate to our Multi Academy!

St John Paul II Multi Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. A DBS check is required for all successful applicants.



www.johnpaulii.co.uk

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