

**Cathedral Schools Trust - Central Team
CST Finance and Estates Officer
Job description**

Job title	CST Finance and Estates Officer
Location	The CST central office is based at St Katherine's School in Pill. The CST central team operates a hybrid working system with a flexible working approach to being in the office which can be discussed at interview.
Salary and working pattern	Pay range of SCP 19 - SCP 24 [£24,877 - £28,487] 37.5 hours per week across 5 days all year round Flexibility in hours and weeks considered for the right candidate. Start Date: 1st September 2024
Role Summary	<p>We are looking for a highly organised person to work with both the finance and estates team within the central services team. Day to day tasks within the finance team will include working primarily on the Trust purchase ledger and associated tasks. Day to day tasks within the Estates Team will include administration support for the estates team as well as supporting with updating the CST Contractor List.</p> <p>You will need to forge good relationships with the existing schools within the Trust and also the new schools joining in 2024 as the Trust deals with this next phase of growth.</p>
Duties	<ul style="list-style-type: none"> ● Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact; ● Carry out any other duties as may reasonably be required by your line manager or CEO; ● All aspects of the purchase ledger administration including placing of orders, processing of invoices, setting up payment runs, maintaining the purchase ledger and dealing with queries from staff and suppliers; ● Work with other finance officers within the central team to manage workload; ● Deal with the finance mailbox to ensure queries dealt with and invoices appropriately processed; ● Be aware of and comply with the requirements of the Trust's Financial Regulations Manual and the ESFA's Academy Financial Handbook; ● Manage and maintain accurate paper and electronic accounting records relating to own areas of operation;

	<ul style="list-style-type: none"> ● Provide administration support to the CST Estates Team and the Estates Manager. The postholder may also be asked to support individual schools with Estates Admin. ● Contact outside companies where necessary to obtain information and quotations, and to schedule appointments for work to be completed or relevant meetings. Support with the CST Contractor List, compiling information from contractors and ensuring it is up-to-date at all times. ● Support the Estates Manager with admin support for Risk Assessments and Policies for the schools within the Trust. ● Support for premises and facilities lettings, including liaising with clients and colleagues, ensuring that all necessary paperwork is in place
Skills / Experience / Qualifications	See Person Specification
Reporting to	Senior Finance Officer and Estates Manager
Safeguarding	<p>The role will not have direct contact with children but as the role will involve working in and around schools it is important that everyone understands their role in safeguarding.</p> <p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

Notes: The duties outlined in this job description may be modified by the Chief Executive Officer with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.