

RECRUITMENT PACK

Finance Assistant

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WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

FINANCE ASSISTANT

18.5 HOURS PER WEEK (2 ROLES) OR 37 HOURS PER WEEK (1 ROLE)

FULL YEAR (TERM TIME, PLUS A MINIMUM OF TWO WEEKS, WILL BE CONSIDERED FOR THE RIGHT CANDIDATE)

GRADE 5, SCP 6 - 11 (£25,989 - £28,142 PRO-RATA)

RESPONSIBLE TO: HEAD OF FINANCE

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

Romero Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking to expand our central team and appoint an ambitious and enthusiastic finance assistant to join our central team. As a growing trust, this is an exciting opportunity to work directly with the finance team and school business managers across the Trust.

The role is varied and includes working in the central team, supporting an existing portfolio of schools and new schools joining Romero Catholic Academy Trust as part of our growth strategy.

The role would be suitable for an experienced finance assistant who is keen to move into an organisation and sector which makes a difference to the lives of children and young people.

The post holder will report directly to the Head of Finance. If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com.

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	20th October 2025 @ 12 noon
Shortlisting Date	22nd October 2025
Interview Date	6th November 2025

FINANCE ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

The Finance Assistant will report to the Head of Finance and wider finance team, with responsibility for transactional processing and reconciliations.

The post-holder will work as part of the central finance team and will support the Finance Managers in delivering a robust finance service to our schools.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

PURCHASE LEDGER

- Process purchase Invoices for primary and secondary schools
- Payment runs for primary and secondary schools
- Liaising with school-based staff and suppliers with invoice queries
- Supplier statement reconciliations and dealing with invoice queries
- Maintaining suppliers on the finance system (PS financials)

SALES LEDGER

- Process sales invoices and issue them to customers
- Ensure prompt payment of sales invoices and chase overdue payments

OTHER FINANCE DUTIES

- Bank reconciliation for primary and secondary schools
- Processing of expense payments and credit card transactions in line with finance policies
- Liaising with school-based staff and suppliers with card payment queries
- Commercial card reconciliation for primary and secondary schools
- Assisting the finance team with maintenance of contracts, licenses and subscriptions databases
- Monitor the finance inbox and respond to queries in a timely manner
- Work with central finance team and school staff to ensure that all relevant finance policies are complied with
- Assist fully with any requirements asked by auditors relating to duties, systems, and documentation
- Assist the Finance Managers with financial month and year end processes
- Assist the Finance Managers with ad hoc tasks
- Undertake analysis of financial information using computer spreadsheets

OTHER RESPONSIBILITIES

- Adhere to all trust-wide policies and procedures and participate in training and professional development opportunities as required to fulfil the role
- Take responsibility for promoting and safeguarding the welfare of all pupils
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending governing body meetings outside of normal working hours)
- Participate in training and professional development opportunities as required to fulfil the role
- Travel between different sites of Romero Catholic Academy Trust as required;
- Actively participate in performance reviews at regular intervals in accordance with trust-wide procedures;
- Undertake training courses organised by the trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements;
- Demonstrate consistently high standards of personal and professional conduct.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

FINANCE ASSISTANT

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
Good standard of education including L2 qualifications in English and Maths	E	A / C
AAT or other recognised qualification or training (working towards or interested in)	D	A / C
Knowledge and Experience		
Experience working within a finance function that includes processing purchase ledger transactions and monthly reconciliations	E	A / I
Experience of the education or charity sector	D	A / I
Experience of dealing with suppliers or customers and being able to deal with and resolve queries in an independent manner	E	A / I
Knowledge of the finance processes and the importance of segregation of duties	D	A / I
Knowledge of Microsoft Excel and Microsoft Word and the ability to interrogate transactions and queries using these software packages	E	A / I
Knowledge of the importance of monthly reconciliations	D	A / I
Skills and Abilities		
Ability to accurately process data with accuracy and speed, and without error.	E	A / I / T
Ability to use Financial Management Systems (e.g. PS Financials)	E	A / I
Personal Qualities		
A flexible approach and a willingness to learn	E	A / I / R
Good communication skills and the ability to work with a range of staff	E	A / I / R
An ability to multi-task and support colleagues when required	E	A / I
Ability to take initiative and prioritise own workload	E	A / I / R
Attention to detail, especially in relation to processes and systems	E	A / I / T
Other		
Commitment to the Trust's ethos and values	E	A / I
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to equality, diversity and inclusion	E	A
Commitment to health and safety	E	A
Ability to travel between sites, as required	E	A

Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: July 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

FINANCE ASSISTANT

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com.

Full details and application forms are available from our website: www.romerocat.com.

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Completed application forms and associated documentation should be returned to the HR department via e-mail: careers@romerocat.com.