



MAC FINANCE ASSISTANT RECRUITMENT PACK

SEPTEMBER 2025

St Teresa
of Calcutta

MULTI ACADEMY COMPANY

Welcome from St Teresa of Calcutta MAC



The Saint Teresa of Calcutta MAC exists to serve and encourage young people to discover their God-given gifts and talents. With the example of Christ as our centre, we focus on what unites us as children of God and the messages of love, service, mercy and compassion found in the Gospel to create a caring and loving environment in which the children of our communities can become spiritual, inspired, successful citizens of the world.

The Directors wish to appoint a committed individual to provide financial support for the MAC and our individual schools. The Finance Assistant will share the mission of STOCMAC to nurture the spiritual, academic, social and personal development of every student in its care in a supportive Catholic environment that welcomes and embraces all.

The MAC Finance Assistant is a new role that will grow and develop over time as the STOCMAC becomes established and expands further.

We hope that as you find out more about this exciting post, you will be inspired to apply and we look forward to receiving your application.

With best wishes



Andrew Cullinane
Chair of Directors



Prof. Paul Ryan
Chief Executive Officer



About the MAC

The MAC was formed on 1st May 2019, with two secondary schools and one primary (Archbishop Ilsley, Holy Trinity and Holy Souls). Three further primary schools joined in September 2021 (St Chad's, St Joseph's and The Rosary).

The Trust is undergoing an exciting period of growth, with a further six primary schools set to join us over the coming months.

Our schools are all situated within four miles of the cultural and commercial centre of Birmingham. Active engagement with families and parish and local communities is key to their individual strengths.



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Our schools



St. Joseph's Catholic Primary School



Holy Souls Catholic Primary School



The Rosary Catholic Primary School



St. Chad's Catholic Primary School



Archbishop Ilsley Catholic School



Holy Trinity Catholic School



St Clare's Catholic Primary School



St Francis' Catholic Primary School



St Vincent's Catholic Primary School



St Teresa's Catholic Primary School



St Ambrose Barlow Catholic Primary School



St Augustine's Catholic Primary School



About the Role

The Directors wish to appoint a committed individual to provide financial support for STOCMAC and our individual schools.

We are seeking a Finance Assistant with experience working in administration and finance. With excellent communication skills, you will be able to work effectively with stakeholders at all levels of the MAC. The ideal candidate will be dedicated to furthering the values and aspirations of STOCMAC and committed to continuous professional development.

The successful applicant will:

- Assist in the development and maintenance of financial control and reporting systems.
- Undertake monthly reconciliations of VAT and payroll.
- Process invoices, journals and month-end adjustments with accuracy and efficiency, working in conjunction with the CFO.
- Assist with income management.
- Build and maintain effective working relationships with colleagues, suppliers, contractors, and other stakeholders, contributing to a positive and collaborative finance function across the MAC.
- Undertake visits to MAC schools as required to support day-to-day finance procedures.



Job Description

Post: MAC Finance Assistant

Contract: 36.5 hours per week all year round/ term time only will be considered

Salary range: Grade 3 (£27,254 to £33,699)

Reports to: MAC Business Manager

Location: Central Office with visits to MAC schools as and when required

PURPOSE OF THE ROLE:

This is a new role following the expansion of St Teresa of Calcutta MAC to a family of 12 schools.

Reporting directly to the MAC Business Manager and working closely with the CFO, Finance Assistant and school based finance staff you will share the mission of STOCMAC to nurture the spiritual, academic, social and personal development of every student in its care in a supportive Catholic environment that welcomes and embraces all.

The Finance Assistant will provide wide-ranging and flexible financial administration and support for STOCMAC and the individual schools.

MAIN DUTIES & RESPONSIBILITIES

- Assist in the development and maintenance of first-class financial control and reporting systems to ensure that the STOCMAC operates good financial governance, meeting the requirements of the Academies Handbook, published by the DfE
- Undertake monthly VAT return reconciliation and submission to HMRC.
- Post income and journals into the Access Finance system ensuring accuracy and efficiency
- Identification and input of month end accrual & prepayment journals in conjunction with CFO
- Assistance with reconciliations including monthly payroll and weekly bank reconciliations
- Be responsible for the sales ledger, raise invoices to school debtors and progress their payment by utilising credit control methods
- Develop and maintain effective and close working internal and external relationships (e.g. with finance/administrative staff in the schools, suppliers and contractors)
- Weekly visits to MAC schools may be required to assist with day-to-day finance procedures.
- Assist with training of school-based finance staff
- Ensure all financial policies and procedures are adhered to and reporting timelines met
- Assist in month end reporting and year end audit
- Attend meetings as required
- To undertake any other unspecified duties commensurate with the grading and nature of the role



Job Description

OTHER

- Safeguarding: observe personal obligations in accordance with the STOCMAC Safeguarding Policy and report any concerns regarding any child's welfare to the appropriate person.
- Demonstrate commitment to supporting the Catholic ethos of the STOCMAC and ensure it permeates all aspects of life at STOCMAC and its schools.
- Staff Code of Conduct: observe the Staff Code of Conduct and be a role model and ambassador for the STOCMAC in this respect.
- Security of Information: observe all regulatory and professional guidance in relation to data protection and confidentiality.
- Personal and Professional development: maintain a programme of continuous professional development relevant to the role.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



Person Specification

Key: E = essential criteria and D = desirable criteria.

	ESSENTIAL / DESIRABLE
QUALIFICATIONS	
A minimum of four good passes at GCSE level	E
Relevant A level or BTEC qualification in Finance or Administration	D
EXPERIENCE	
Experience of working in an administration and finance department	E
Working under pressure with conflicting demands	E
Experience of financial processing	D
SPECIAL SKILLS	
Excellent communication skills, both orally and in writing, and an ability to communicate with stakeholders at all levels of the organisation	E
Strong IT skills, including Excel and accounting software	E
Excellent analytical skills and experience of financial reconciliation	D
Knowledge of various accounting packages	D



Person Specification

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	ESSENTIAL / DESIRABLE
PERSONAL ATTRIBUTES	
Committed to furthering the values and aspirations of STOCMAC, including its Christ-centred values and beliefs	E
Committed to excellence in safeguarding and child protection standards	E
Committed to continuous improvement and continuous professional development and ongoing, regular training	E
High level of integrity, tact and discretion, particularly when dealing with confidential information and different levels within STOCMAC	E
Well-organised and able to respond effectively and efficiently to the pressure of competing demands, deadlines and workloads	E
Self-starter who takes ownership and follows up, demonstrating high levels of collaboration with internal and external stakeholders	E
Excellent attendance and punctuality	E
Model of good self-care and a responsible work-life balance	E
CIRCUMSTANCES	
Availability for working in various locations across STOCMAC as and when required	E

How to apply...

To arrange an informal, confidential discussion regarding this role, please contact Satis Education on 01744 634654 or email admin@satiseducation.co.uk

- **The closing date for applications is:** Monday 29th September 2025 at 9.00am
- **Shortlisting:** To be arranged
- **Interviews will take place on:** To be arranged

Please read the information in this pack. If you decide to apply, include a letter with your application form that is no longer than two A4 pages. In your letter, explain your reasons for applying for the position, refer to the information contained in the pack, specifically the person specification and highlight any relevant experience and personal qualities you would bring to the role.

Please send your application to admin@satiseducation.co.uk