



The **McAuley** Catholic High School & Sixth Form

CANDIDATE PACK

FINANCE MANAGER



Dear Candidate,

Thank you for showing interest in our school.

At McAuley there is a pattern. Staff join us and stay! It's not just about the great pupils, or the 2.15pm student finish time. It's the staff first approach which ensures we care and support staff like few other schools do.

We are looking for someone with BIG ideas! If you are a finance professional and want to work with a team of people dedicated to each child being given the opportunity to achieve their God given potential, then we want to hear from you.

If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese at a very exciting time.

As Head, I am committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant.

We have a well-developed Staff First Policy. We're committed to bringing the very best people to work at McAuley to join a community of Learners committed to the values and vision of the school and dedicated to making a difference to the children we teach.

If you want to be part of something genuinely unique then we want to hear from you.

Informal discussions are positively welcomed by emailing recruitment@mcauley.org.uk

James Tucker
Headteacher

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The McAuley Catholic High School



WHY MCAULEY?

- Large Catholic Comprehensive School
- Enrolment of 1,200 students in Years 7 to 11
- A Sixth Form with 300 students
- Recipient of the ArtsMark Gold Award
- Designated as an Inclusivity Quality Mark Centre of Excellence
- Received a "Good" rating from Ofsted in all areas (December 2023)
- Achieved positive outcomes in Key Stage 3 and Key Stage 4 assessments
- Consistent back-to-back +P8 scores
- Offers a diverse array of Sixth Form courses
- High staff morale and engagement
- A vibrant and unique student body
- Emphasises a family-first ethos, prioritising the welfare of staff and the community



'I have come that they may have life and have it to the full.'
- John 10:10

Job Profile	Finance Manager	
Job Purpose To manager and provide day-to-day 'hands on' support and financial management of the school under the direction of the Chief Finance Officer (CFO) and Headteacher in delivering and ensuring efficient and effective finance control, compliance with the Academy Trust Handbook and the effective use of resources to support educational objectives and outcomes. The Finance Manager will provide accurate and timely financial information to support the CFO and Headteacher (Accounting Officer) contribution to the strategic financial planning and long-term sustainability of the school. Promote and support the distinctive Catholic Ethos of the schools. Support the direction of the financial team and the key links between Finance and other areas of the school's business operations, e.g. HR, Admin, IT and Health and Safety. Key Accountabilities Contribute to and support the direction of the finance function including line management as identified. Effective financial management leading to every child being given the opportunity achieve their God-given potential Responsibilities – Financial Management and Planning 1. Support the CFO in preparing, monitoring and reviewing the school's annual and medium-term budgets which support a focus on school improvement and outcomes for children. 2. To support the CFO and the Board of Governors on financial implications of school operations; providing relevant reports as required supporting the strategic and operational management of our financial operations. 3. Contribute to various KPIs and analysis in supporting decision making, including forecasting, and strategic planning. 4. Contribute to the preparation and submission, of accurate and timely financial papers and reports, for the Governors Finance and Premises Committee and Full Governing Board. 5. To attend the Governors Finance and Premises Committee and Full Governing Body meetings as required. 6. An understanding of budget setting, capital planning and financial controls for approval by the Governors. 7. Oversee and prepare monthly management accounts, forecasts and other financial and non-financial reports.		

8. Present financial management information, historical and forecast, to directors, senior leadership and Headteachers.
9. Plan and monitor the cash flow, implement creditor and debtor policies and procedures and oversee the management of all cash balances, short term investments and borrowings.
10. Ensure that the financial and management accounting systems are up to date and support all accounting and reporting needs.
11. Ensure tax obligations are discharged correctly and effectively.
12. Manage day-to-day accounting functions including purchase ledger, sales ledger, banking, bank reconciliations, accruals, and prepayments.
13. Oversee month-end and year-end accounting processes in accordance with School procedures to include, bursary payments, trip ledger reconciliation, company credit cards and pre-paid cards for petty cash purposes.
14. To oversee the effective administration of payments via the school's preferred methods, ie. School Comms.
15. Prepare VAT returns, ESFA financial returns, and other statutory submissions for review by the CFO.
16. Oversee the fixed asset register, risk register and depreciation.
17. Support the CFO in the production of statutory accounts and audit documentation.
18. Maintain accurate records in the Trust's financial management system.
19. Along with SLT, SENCO and admissions to ensure correct funding is received for Special Educational Need (SEN) student, In Year Fair Access (IYFA) students and those students under special guardianship.

Procurement and Contract Management

20. Implement and lead on school procurement policies, ensuring value for money and compliance with financial regulations.
21. Ensure departmental budgets are being spent effectively, authorising orders in line with the school's Scheme of Delegation, including capital spend.
22. Support the CFO in managing contracts, service-level agreements, and tender processes.
23. Maintain up-to-date contracts register and ensure procurement documentation is properly recorded.

Payroll and Personnel Finance

24. Liaise with the HR Manager and payroll provider to ensure accuracy of pay, deductions, and pensions.
25. Reconcile monthly payroll journals and pension submissions.
26. Support the CFO with staff cost projections, workforce planning, and budget monitoring.
27. Develop, implement and oversee effective systems and procedures that ensure financial and payroll transactions are recorded and reported accurately, and that all financial controls are operating effectively, and appropriately address risks.

Compliance, Audit, and Controls

28. Ensure the school complies with the obligations, musts and responsibilities as set out in Academy Trust Handbook and the school's financial policies.
29. Maintain strong internal financial controls and segregation of duties.

30. Support and contribute to internal and external audit processes, providing documentation and responding to audit queries to ensure accurate and timely reports.
31. Support financial compliance and monitoring of the school's financial scheme of delegation.
32. Assist the CFO in updating and implementing financial procedures and control frameworks.

Teamwork and Collaboration

33. Supervise and develop finance staff
34. Work closely with the CFO, Headteacher, and senior leaders to ensure financial processes support operational needs.
35. Promote financial awareness and accountability throughout the Trust.
36. Deputise for the CFO when required in operational financial matters.

Responsibilities – Other Duties

37. Ensure the values of the school are evident in every aspect of the discharge of the duties of the post.
38. Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct.
39. Contribute to the formulation and implementation of the school Improvement Plan.
40. Be prepared to work being open and flexible and interested in other areas.
41. Be aware of and take part in the school's Performance Management framework participating in training and development activities as required.
42. Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality.
43. Carry out duties placed on staff by Health and Safety legislation.
44. Carry out appropriate additional tasks at the request of the Headteacher

Job Specific Notes

NJC Grade 8 SCP 22 to 28

Hours 37 per week Monday – Friday (please note, Governor's meetings are generally held outside of working hours)

Term time plus 10 days

At The McAuley Catholic High School we are absolutely committed to keeping our young people safe by working together to safeguard and promote the welfare of children. Recruitment processes in our school comply with 'Keeping Children Safe in Education' and we would expect the successful candidate to share our commitment protect children. All newly appointed colleagues will undergo an enhanced DBS as well as strict recruitment and employment checks including online and social media checks for all shortlisted candidates.

Person Specification/Selection Criteria Finance Manager

Qualifications and Training	Essential/ Desirable	Evidence A-Application I-Interview R-Reference C-Certificates
GCSE English and Mathematics at a minimum of a pass	E	A/C
A professional finance or finance related qualification (i.e. AAT) or equivalent	D	A/C
Evidence of Continuous Professional Development	E	A/C

Knowledge, Experience and Skills

Evidence of strategic financial planning	D	A/R
Evidence of being able to input to strategic decision making, able to analyse, interpret, resolve and communicate business problems	E	A/R/I
Experience of working at a financial management level, with responsibility of budgets in excess of £5,000,000	D	A/I
In depth knowledge of statutory requirements, procedures and regulatory requirements relating to key service area(s)	E	A/I
The ability to produce effective reports, forecast expenditure, and demonstrate expense to budget year to date.	E	A/I
Experience of working with external partners/stakeholders	E	A/I
Experience of using financial IT packages	E	A/I
Experience of leading and supporting financial planning for a school, academy or other organisation	E	A/I
Experience of working with school governors, trustees, directors or similar	D	A/I
Evidence of successful management and team leadership	E	A/I
Understanding of legislation relating to academies	E	A/I

Ability to analyse, interpret and communicate financial information	E	A/I
Ability to work strategically and implement creative solutions	E	A/I
Strong financial analysis and risk management skills	E	A/I
Experience in obtaining additional funding and writing successful bids	D	A/I
Good leadership skills and ability to inspire and challenge colleagues	E	A/I
Ability to present in a confident manner to internal and external stakeholders	E	A/I

A/I

Personal Qualities

Excellent communication and numeracy skills	E	A/I
Evidence of the highest levels of personal and professional integrity	E	A/R/I
The ability to act as an excellent role model for staff and students	E	A/I
Commitment to the school's vision and development	E	A/I
Good problem-solving skills	E	A/I
Flexible approach to working hours	E	A/R
A proactive and open-minded approach	E	A/I
Excellent time management and organisational skills	E	A/R/I
Personable and approachable manner to staff and pupils alike	E	A/R/I
To always act with a professional manner	E	A/R/I
Willingness to participate in development and training opportunities	E	A/I
Ability to adapt to change	E	A/R/I
Support and contribute to the school's Catholic ethos	E	A/R/I



Working at McAuley. What's in it for you?

Our 'staff first' policy means that we invest in our people. Our staff tell us what they value.

- **Wellbeing time** – this is time off for all staff up to one day a year to engage in wellbeing or family occasions that would not normally be covered under the leave of absence policy
- **Wellbeing CPD for all staff** – from the McAuley Minds working group, through to staff wellbeing sessions, we encourage all colleagues to participate in the programmes that we offer this could be learning how to make a curry through to menopause awareness, crafting, darts. There is something for everyone even reminding people how to laugh!
- **Staff Wellbeing suggestion boxes** – these are regularly emptied!
- **Staff Wellbeing surveys** – regular surveys allow us to see how we are doing and what we need to change stop doing or consider.
- **Membership of Westfield Health** – the school pays for level one of a cash policy so you can claim for optical, dental and other therapies such as physio and chiropractic appointments. In addition, you will have access to Doctor Line which offers our staff general appointments with a private GP when you are unable to see your own doctor at short notice.
- **Employee assistance programme** – from practical legal support through to face-to-face counselling, the 24 hour counselling and advice line offers our staff access to a range of issues such as mental health, physical health, financial health and debt management, trauma, parental support and relationship support any time of the day or night 365 days a year.
- **Westfield Rewards** – being a member of Westfield Health also gives you access to a range cash back or percentage discounts off high street retailers and supermarkets when you shop online or reloadable auto top up vouchers for your weekly shop helping you budget and save with a large range of retailers.
- **Working Day** – The timing of our school day, means a 2.15pm finish for students which means our staff finish work earlier and have a significant part of the afternoon to do what they want to do, whether that is pick your own children up from school, engage in some form of exercise or go to that appointment you have been putting off. It gives staff extra flexibility to manage that work life balance.
- **Email protocol** – Our email policy takes the pressure off receiving emails at unacceptable times. We do not expect you to receive or send emails outside of your working day and we have an email embargo in between the hours of 7pm to 7am and weekends. Our policy is to speak to each other!
- **Leave of absence policy** – We know that there are times when we need to have time off work for whether that is because of an emergency or if you are taking your driving test. Our generous leave of absence policy allows you to request an absence during the school day when you find it is not possible to manage outside of working hours. Depending on your request, this will be either paid or unpaid, however we will always try and support your work life balance by doing what we can to give you that time. If we can't, we will explain why.