

## Finance Officer

**Location:** Trust sites in Central and West London

**Contract Type:** Permanent, 35 hours a week, all year round

**Salary:** £40,404-£44,235

**Start Date:** As soon as possible

Are you an organised, proactive and detail-oriented individual looking to make a meaningful impact in education?

The Saint John Southworth Catholic Academy Trust is looking for a **Finance Officer** to join our Shared Services Team. In this vital role, you will ensure that every pound spent across the Trust supports its mission to provide outstanding Catholic education. By enabling sound financial stewardship and effective resource planning, you will help our schools to deliver the best outcomes for every pupil in our care.

### About the Trust

The Saint John Southworth Catholic Academy Trust is a growing family of Catholic schools (primary, secondary and post-16), a registered charity and a trading company committed to providing an outstanding education rooted in faith, aspiration and service. Our Shared Services Team provides high-quality professional and operational support across the Trust, enabling schools to focus on teaching, learning and pastoral care.

### Key Responsibilities

- To deliver robust financial operations, compliance and reporting across the Trust
- To working closely with the Chief Financial Officer (CFO) and Finance Manager to ensure the accuracy, integrity and efficiency of all financial processes
- To contribute to the Trust's long-term financial sustainability

### What We Are Looking For

The ideal candidate will:

- Have an AAT Level 4 qualification or equivalent or working towards
- Have demonstrable experience in financial reporting, reconciliations and budget monitoring
- Have strong technical knowledge of accounting principles
- Have excellent analytical and Excel skills

### What We Offer

- The opportunity to lead and influence financial best practice across a growing Trust
- A supportive, professional and values-driven working culture
- Funding and support for ongoing professional qualifications (AAT/ACCA/CIMA/CIPFA)
- Access to the Local Government Pension Scheme and generous holiday entitlement

- A clear progression route within the Trust for those pursuing professional qualification and demonstrating leadership capability
- A collaborative environment that values integrity, professional growth and service

## **How to Apply**

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to [hrteam@sjscat.co.uk](mailto:hrteam@sjscat.co.uk).

Shortlisted candidates will be called for interview upon receipt of application; therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!