

**Mater Christi
Finance Assistant**

Candidate Information Pack



August 2022

Mater Christi Multi Academy Trust Welcome from the Chief Executive Officer



Dear Candidate,

Thank you for your interest in the role of the Mater Christi Finance Assistant.

The Mater Christi Catholic Multi Academy Trust was established in September 2021 in the Diocese of Lancaster. The Trust consists of eight schools currently: two secondary schools and six primary schools, all but one of which are all currently rated 'Good' by Ofsted. St Joseph's Catholic Primary School in Lancaster was rated Inadequate in May 2019, but is on a rapid improvement journey. In line with the Bishop's vision for schools across the Diocese of Lancaster, two more primary schools will be joining us in September 2022 and in January 2023, one more with another two primaries making an application.

We are set to grow further in the coming years to encompass a wide range of schools across Cumbria and North Lancashire (up to 30 primary schools and 5 secondary schools in total).

Our September growth allows us to appoint a Governance Professional to our Central Team. In the Autumn, we are hoping that our Central Team will comprise the CEO, the COO, the Governance Professional, a Director of HR, a Director of School Improvement as well as our central Finance Team.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a group of committed leaders, Directors, Governors and staff who believe passionately in Catholic education, and who are working to improve the life chances of our children and young people.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We have a clear Mater Christi Vision of Loving, Living and Learning Together. In our Trust, we are dedicated to providing a high-quality education so that all of our pupils thrive and succeed. The role of the Governance Professional is crucial to supporting our schools to achieve excellence.

The Trust is governed by nine Directors who are responsible for, and oversee, the academies in the Mater Christi Trust. The Directors meet in committees and as a Board. In our schools, there are two different models of Governance. Two primary schools in Carlisle have a federated Governing Body and two of our primary schools in West Cumbria have the same arrangement. All the other schools have their own Governing Body. All of our schools have their own clerking arrangements.

Each of the schools' Chairs of Governors meet with the CEO each half-term to share issues and to work with, and understand, the Scheme of Delegation. This post holder will assist the Directors and Governors across the Trust to understand their responsibilities and to align protocols.

We welcome applicants who will share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit our Trust and find out more about the role and the difference you can make to our pupils' education.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role as we move into our second year.

Yours faithfully,

Miss Jacky Kennedy
Chief Executive Officer, Mater Christi Multi Academy Trust

Our schools

The current Trust schools are:

- Dean Gibson R.C Primary School, Kendal
- Sacred Heart Catholic Primary School, Barrow-in-Furness
- St Bernard's Catholic High School, Barrow-in-Furness
- St Cuthbert's Catholic Primary School, Carlisle
- St Cuthbert's Catholic Primary School, Windermere
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Margaret Mary Catholic Primary School, Carlisle

Joining in September 2022

- Our Lady and St Patrick's Catholic Primary School, Maryport
- St Gregory's Catholic Primary School, Workington

Joining in January 2023

- St Pius X Catholic Primary School in Barrow in Furness

Applications to the Advisory Board are being made by two primary schools for January 2023 and another primary school is in consultation to join in April 23.

Advert

Job Title:	Finance Assistant
Contract:	Permanent, Part Time from 1 st September
Hours:	21 hours per week – term time (plus 2 weeks)
Salary Range:	Business Support BS4, Scale point 5 £19,650 (pro rata £10,019 p.a.)
Reporting to:	Finance Manager
Location	Mater Christi office in Barrow

The Directors of the Mater Christi Trust are looking to appoint an enthusiastic and committed individual to support the purchasing and supplier payment arrangements for the Trust as well as assisting the Central Finance Team.

We need someone who

- has a complete commitment to Catholic Education and the Bishop's Vision for Academies in the Diocese of Lancaster.
- has previous experience working within a finance team
- has a basic understanding of financial practices and processes
- brings a positive approach to problem solving.
- is committed to regular professional development.
- Is organised and has a good attention to detail, thoroughness and a high level of integrity.
- has the ability to communicate effectively, both verbally and written.

And someone who will

- embrace being part of a family of schools, building excellence, sharing good practice and collaborating with others.
- enable our board to deliver its best strategic leadership and oversight by ensuring that it is effectively supported, informed and developed.

We can offer you

- an exciting opportunity to develop this role.
- a comprehensive induction programme.
- an opportunity to work in settings which value multi-disciplinary ways of working.
- an opportunity to work with highly-skilled professionals who love what they do.
- Access to the local government pension scheme

This is an exceptional opportunity to make a difference across our Catholic Trust, and we would be delighted to hear from you.

The Job Description and Person Specification for this post can be seen in the Supporting Documents folder within this advert.

For an informal discussion about this post please contact Karen Harvey,
Finance Manager by email: Karen.Harvey@mater-christi.com

To apply for this post please complete the application form found on our
website www.mater-christi.com.

Please note: CVs are not acceptable.

Closing Date: 29th July 2022 at 9.00am

Interviews: 17th August 2022



“Inspired by the example of Mary, Mother of Christ, Mater Christi is a family of primary and secondary Catholic schools living and learning together for the common good of our children, families and communities. Our schools will strengthen the Catholic mission in the Diocese of Lancaster and have the wellbeing of our children at the heart of all we do. We are equal partners with a shared calling to ensure our children receive an outstanding education, providing them with the knowledge, skills and spiritual development to excel in all they do.”

As a Trust we aim to

Our Catholic Life #Loving

- Encourage the *love* and service of God and others.
- Nurture the Catholic *Faith* of our communities through a rich prayer life.
- Invite all to live an actively authentic life as part of God's family.
- Know and experience the presence of God in our lives.

Our Curriculum #Learning

- Work together to provide an excellent education that is relevant to the lives of our young people in each of our schools.
- Support our children to grow in virtue so as to make a positive and *intentional* contribution to society and to bear witness to God's Word.
- Enlighten the lives of our young people by providing a wider curriculum that gives opportunities for all to develop and build their self-belief and worth.
- Enable our young people leave as happy, *compassionate* and fulfilled individuals of good character.



Our Staff #Together

- *Ensure that we appreciate and are **grateful** for the contribution of our staff and Governors to our Mission.*
- *Actively encourage each other to discern the best possible actions that lead to excellence.*
- *Place well-being at our heart in the development of our policies and practice.*
- *Be attentive to the needs of our staff so that they are encouraged to meet their personal goals.*

Pastoral Care #Loving

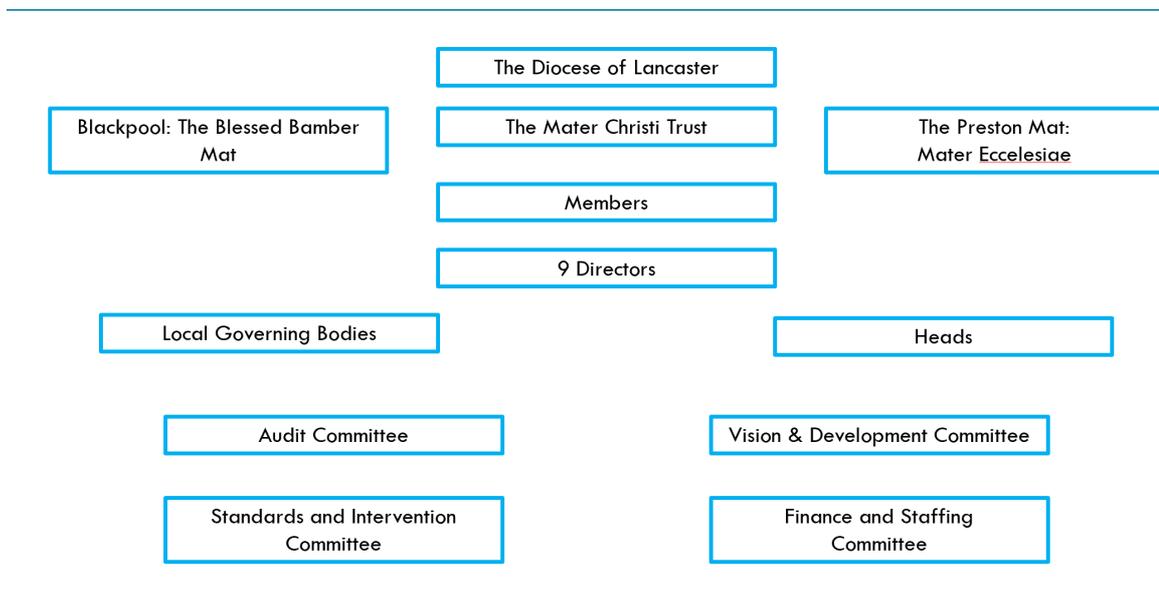
- *Ensure the interests of our children are paramount and guide everything we seek to do.*
- *Promote and develop eloquence, dignity and compassion so our communities are loving, **hopeful** and **attentive**.*
- *Honour the richness of diversity in our schools by recognising that all are made in the image of God.*
- *Support our children to be **wise, learned and curious**.*

Communities and Partners #Trust

- *Be **attentive** to the voices in our communities.*
- *Build truthful, **prophetic** and inclusive relationships.*
- *Be **generous** in our collaborative work for the positive development of all schools within our MAT.*
- *Establish clear and relevant communication channels in place allowing our schools and stakeholders to be visible in their local community and across the Diocese.*

Trust Information

The Mater Christi Trust is one of three Trust in the Diocese of Lancaster. We have three members and nine Directors on our Board. The Board has four committees.



Trust Leadership

Board of Directors

The Board is an experienced body of professionals with a wide range of knowledge and skills. This enables them to hold the Trust leadership firmly to account.

Headteachers

Our Heads meet monthly both virtually and face to face to provide an opportunity for our leaders to contribute to the development of the Trust and to work strategically.

Chairs of Governors

Our Chairs meet half termly online to strengthen links between the Directors and the Local Governing Bodies. At these meetings our Chairs have the opportunity to contribute to the development of the Trust, receive a written report from the CEO and support each other in Governance matters.

Central Services

Our Central Team is growing and we hope to make further appointments in red in the Autumn.

Central Services 2022-3

- Chief Executive Officer
- Chief Operating Officer
- Business Manager
- Finance Manager
- Finance Apprentice
- Governance Professional
- **Financial Controller**
- **Finance Assistant**
- **Finance Apprentice**
- **Director of School Improvement**
- **Director of Workforce Development**

Accountability

The Scheme of Delegation adopted by the Trust and schools clearly outlines the accountability at each level of leadership and governance.

Job Description

Job Title:	Finance Assistant
Contract:	Permanent, Part Time
Hours:	21 hours per week – Term Time (plus 2 weeks)
Salary:	Business Support BS4, Scale point 5 £19,650 (pro rata £10,019 p.a.)
Reporting to:	Finance Manager
Location	Central Team, Barrow

Main responsibilities:

To work as part of the central finance team undertaking various financial and administration duties in line with the Academy Trust Handbook and the Trust's financial scheme of delegation and finance policy. To ensure allocated tasks are carried out in a timely and professional manner and be able to prioritise your own activities within a series of financial tasks seeking guidance where appropriate.

- Create, send and monitor purchase orders.
- Create, send and follow up on purchase invoices.
- Create and process any reimbursements.
- Review and adhere to department budgets flagging up any budget overspends.
- Create, send and monitor sales invoices.
- Reconcile any discrepancies or errors identified.
- Set up any new or amendments to suppliers/customers at central level.
- Review and obtain missing VAT numbers and descriptions for suppliers across the Trust.
- Support central services by providing information and maintaining systems/databases as required. Filing and scanning documents as instructed.
- Provide information in response to internal and external customer queries.

The post holder will also be expected to:

- bring a positive approach to problem solving;
- be committed to regular professional development;
- have a good attention to detail, thoroughness and a high level of integrity;
- have excellent interpersonal and communication skills;
- Develop positive working relationships with Directors, Headteachers, Chairs of Governors. members of the central team and staff across the Trust;
- demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the Trust;
- abide by the Trust's data protection policy;
- actively participate in the Trust's appraisal scheme including the identification and prioritisation of development needs to ensure job effectiveness;

- participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- carry out work in a manner and framework that is consistent with the Trust's requirement to safeguard children and vulnerable people.

The scope of this profile reflects the needs of the Trust at the present time: it is not intended to be a fully inclusive or exhaustive list. The assignment holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the appropriate/commissioning managers. The profile will be subject to continuous review as the need

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens.

The Trust will ensure a continual focus on equality as measured by pupil progress and other outcomes. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post

Personal Specification

Job Title: Finance Assistant
Contract: Permanent, Full Time
Salary Range: Business Support BS4, Scale point 5 £19,650 (pro rata £10,019 p.a.)
Reporting to: Finance Manager
Location: Central Office, Barrow

Professional Qualifications	Essential	Desirable	Method of Assessment
4 GCSEs (A*-C / 9-4 including English and Maths).	E		Application Form
Finance qualification e.g., AAT or equivalent		D	
Experience			
Experience of working within a finance environment		D	Application Form Interview References
Experience of working in a school environment		D	
Understanding of the purpose, value and principles of governance.	E		
Experience of administrative systems and procedures. Ability to prioritise work to meet tight deadlines.	E		
Handling of sensitive and confidential information with discretion and diplomacy.	E		
Ability to develop and maintain effective and supportive relationships with colleagues.	E		
Skills, Knowledge			
Excellent organisation skills.	E		Application Form Interview References
Excellent time management skills	E		
Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines.	E		
Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences.	E		
Good listening, oral and literacy and IT skills.	E		
Professional Attributes			
To be emotionally resilient, positive, reliable and trustworthy	E		Application Form Interview References
To be able to adapt quickly to changing circumstances.	E		
Willingness to actively participate in training and development	E		
Ability to remain impartial.	E		
Commitment to maintaining confidentiality.	E		
Committed and enthusiastic attitude.	E		

Safeguarding			
Understanding of the responsibilities of the Trust and schools in keeping children safe and ensuring compliance with all relevant legislation.	E		Interview
Satisfactory completion of enhanced DBS checks and pre-employment check.	E		
Additional			
Flexibility, on occasions and within reason, in approach to working hours	E		
Ability to understand and demonstrate commitment to work within and promote compliance with Equal Opportunities and Diversity.	E		

Further Information

Start Date	1st September 2022
Salary	Business Support BS4, Scale point 5 £19,650 (pro rata £10,019 p.a.)
Hours of Work	21 hours
Contract	Permanent, Part time – 38 weeks term time plus 2 weeks
Pension	Local Government Pension Scheme

Safeguarding

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'.

In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Safer Recruitment Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

All applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates.

As a minimum, references should be from the two most recent employers and a Parish Priest if applicable.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and

young people Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions. Short-listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. Interview Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form including their employment history.

Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS checks if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview. Appointment An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out.

A fitness to work declaration will be required following appointment.

Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out.

For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Equal Opportunities

We recognise the value of, and seeks to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness,

How to apply

Prior to applying: If you are unclear about any aspect of the application process or you would like any additional information about the role, then please contact: karen.harvey@mater-christi.com

Please fully complete the application from

In compliance with Safer Recruitment Guidelines, a CV will not be accepted.

Closing Date:

Applications must be received by the 12 noon on 29th July 2022

Interviews will be held on 17th August 2022