



Finance Business Partner

"Unity happens when we walk together"

Pope Francis

Welcome to Pope Francis Catholic Multi Academy Trust

Thank you for your interest in our Trust. We currently have four secondary schools (including an associate member) and four primary schools with a number of schools set to join the Trust this year.

We are at an exciting turning point in our development journey. The recent White Paper has provided clarity to schools across the country and reinforced the centrality of Trusts within our educational landscape. At the same time, the imminent launch of the Archdiocese of Liverpool's Academisation Strategy means that we will be growing significantly. This provides a real opportunity for our Trust to build its capacity and help our schools provide the best possible Catholic education for every child in every school.

Our Trust is committed to supporting schools to provide the best possible Catholic education which:

- Enables pupils to grow in their love of God and their neighbour in an environment rich in worship
- Recognises the uniqueness of each child by being highly inclusive
- Focuses on every child becoming a reader and confident with numbers
- Secures high attendance to enable all to flourish and secure high outcomes
- Has a well-qualified and motivated team of adults in which the unique contribution of each is recognised and that staff are developed professionally and empowered
- Is outward facing and a place where the joy of the Gospel is lived out
- Enables children to learn in safe, clean, warm and well-maintained buildings with modern ICT facilities
- Is in a financially robust position that is monitored carefully, thus ensuring limited resources have the highest impact for all

We have a distinct approach in trying to work towards this goal. We understand that each school is unique and has its own distinctive community to serve with its own priorities. At the same time, we are a Trust and being part of a Trust family will help bring about school improvement in so many different ways but especially by collaboration. Our model is not a transactional one or one of entitlement but one of accompaniment, support and challenge within a family of schools.

Warm regards

Andrew Dawson
CEO



Our community

We are a family of Catholic schools, established by the Archbishop of Liverpool to serve children, families and communities through the mission of the Church. We currently have four secondary schools (including an associate member) and four primary schools with a number of schools set to join the Trust this year.

We are proud to serve:



8
Schools



3792
Children



528
Colleagues



Our mission and values

“Unity happens when we walk together.”

Pope Francis

Inspired by the Gospel and the teachings of Pope Francis, we are united in our mission to provide the very best Catholic education that encourages every person to strive, achieve and flourish, mindful of the needs of others, with no one left behind.

Our values, inspired by Pope Francis’ ministry and responding to the needs of those who we serve in our schools, are our way of working, learning, serving, and being. They inform our decisions, and guide us in our actions. They are our starting point for our future and our reflections on our past.



Joy

We believe that Christian joy flows from knowing we are loved by God.

Joy shapes our schools and our Trust as places of hope, excellence, celebration and encouragement, where learning is meaningful and pupils find joy in doing their best and achieving.



Mercy

We place compassion at the heart of our communities.

Guided by mercy, we respond with forgiveness, restoration and understanding, always believing in the God-given potential for growth and change in all people.



Service

We are called to serve others with humility and generosity. Through servant leadership, we put the needs of children, families and communities first, forming young people who use their gifts for the good of others.



Dignity

Every person is made in the image and likeness of God and has inherent worth and unique gifts. We honour dignity by welcoming all, listening deeply, and ensuring that everyone knows they are valued, included, and supported to flourish.



Solidarity

We are many parts, one body. We work together for the common good, standing alongside one another - especially the vulnerable - acting with unity, responsibility and shared purpose to achieve our goals.



Stronger schools and better outcomes

By joining Pope Francis in this role, you will help to drive and lead a Trust that is already starting to have impact - but we are excited by the fact that we can achieve more.

In the last 12 months we have started to see real progress and momentum:

Primary School Improvement

Building on momentum and strengthening consistency

Our primary improvement strategy continues to gather pace, with collaborative networks, evidence informed practice, and strong cross school support driving outcomes. This year's priorities focus on embedding excellence in core curriculum areas and deepening our collaborative infrastructure.

What we are doing to enhance primary outcomes:

- Building on Trust wide gains in maths through daily retrieval practice and shared pedagogy.
- Rolling out targeted Reading intervention training across all schools.
- Developing schools as future host hubs to share specialist expertise (e.g., early years, reading).
- Establishing an Early Years Hub to support high quality early development.

"Thanks to our partnership with the Trust, we are starting to see real and tangible impacts across outcomes at all levels of our school. Our high aspirations are becoming a reality."

Secondary School Improvement

A clearer, more codified model of challenge and support

Our aim is to ensure every secondary school benefits from informed, structured and accountable support, enabling leaders to drive improvements with clarity and confidence.

What we are doing to enhance secondary improvement:

- Weekly visits to each school with a clear, priority driven agenda.
- Half termly accountability meetings with the CEO.
- Termly academy review meetings following a structured Standards Improvement (SI) model.
- A robust QA process that reflects the evolving Ofsted framework.
- A strengthened appraisal process that combines celebration, challenge, and tailored development targets.
- Strong SEND leadership and support
- Introduction of a Head of Secondary School Improvement, a Head of Teaching and Learning and Foundational Literacy and a Head of Mathematics and Foundational Numeracy to support learning and outcomes

Driving outcomes through teaching & learning

Creating a shared model of excellence

We continue to embed a shared Trust approach to teaching and learning - one that is high challenge, evidence informed and rooted in strong subject expertise.

What we are doing to raise outcomes

- Collective work on maths, science, English and RE curriculum development.
- A strengthened RAG culture where progress, prediction accuracy and next steps are regularly reviewed.
- Establishing professional learning communities in all core subject areas.
- Consistent Teaching & Learning frameworks implemented and adapted appropriately by each school.
- Developing coaching programmes and layered CPD (whole school, departmental and individual).



Inspiring enrichment opportunities

We are committed to offering a wide, exciting mix of co-curricular and enrichment experiences for all children in our schools.

During the past academic year, students of all ages have enjoyed activities such as inspiring author visits, theatrical performances and international adventures. A vibrant range of clubs and events have also been on offer - deepening learning and encouraging new interests.

We also host a range of cross-Trust curricular and enrichment events which bring together our schools, creating opportunities for us all to learn and celebrate together.



Prayer with Fr. Lius Orlando, a Jesuit Priest from Mexico



Silver DofE



Y10 Exploring Sacred Objects in Churches



Spanish Trip



EYFS VE Day



Writing messages of friendship to SEST



Archdiocesan Public Speaking Competition



Prom



Chaplaincy students altar server training



Hamilton trip



Archdiocesan Public Speaking Competition



Bringing home Gold in Sefton Schools Athletics Event



Y7-8 Girls Football win League



Science Club exploring Chromatography



Y10 Cooking with Jamie Oliver breaking Guinness World Record



Cinema Trip (Polar Express) + Train



Y7 Summer camp

About the role

Job Title: Finance Business Partner

Pay Scale: NJC SCP 36 - 39 (£47,181 - £50,269) per annum

Location: Central Office with travel across Trust sites

Contract: Permanent, full time (36 hours per week)

Report to: Head of Finance

Accountable to: CFOO

We are a Catholic academy trust who prides itself on investing in our young people. If you are passionate about education and transforming children's lives this role is for you!

This is a fantastic opportunity to join our experienced finance team and help shape the future of our department and deliver a first-class finance service to our schools.

You will be an experienced and confident finance business partner who understands the importance of developing professional relationships to improve financial performance. The role will be challenging and is vital in transforming our schools so that they are financially sustainable.

The applicant will be able to work under pressure, be able to prioritise and be flexible in supporting the Head of Finance.

Experience of implementing change is key as all our schools are on a journey of academisation and we are looking for somebody who is transformational and committed to our trust vision.

Operational responsibilities include monthly management accounts, budgets, forecasting, cashflow management, VAT returns and finance support to our schools.

Career progression is encouraged, and the Head of Finance is committed to developing, coaching and mentoring the team.



Job Description

Key Responsibilities and Accountabilities

- To support the Head of Finance in ensuring the efficient and prudent management of school and Trust funds through the provision of comprehensive and accurate financial management information, analysis and advice.
- To work with the CFOO and Head of Finance to ensure consistent standards and business processes, service continuity and continuous improvement in all aspects of financial support.
- To support the Head of Finance in meeting all statutory financial reporting requirements (eg BFR, Annual Accounts and monthly management accounts).
- To ensure the financial business processes fully comply with the DfE's Academy Trust Handbook and Trust's Financial Policies and Procedures.
- To support the Head of Finance in ensuring emergency and business continuity plans that relate to financial processes are in place and that any risks are mitigated.
- To assist the Head of Finance with the preparation of the monthly management accounts and the quarterly budget setting process and review.
- To assist the Head of Finance with the periodic audits of the trust and the end of year accounts of the trust. To ensure that year-end Audit files are prepared that meet the requirements of External Audit to enable a prompt and issue-free audit.
- To deputise for the Head of Finance as required.
- To work with a group of schools' leadership teams and governors, ensuring key information is shared with regard to budget monitoring and to be a central point of contact for any finance related queries.
- To support the work of the School Business Managers in the Academies, dealing with finance procedural enquiries and general queries.





- To authorise all purchase invoices, sales invoices, income receipting and BACS payments for the central team.
- To carry out regular bank reconciliations; internal recharges; month end closedown; cash flow forecasts, general forecast and monthly budget monitoring of all the Academies.
- To accurately maintain information on all suppliers and customers of the trust.
- To ensure VAT is accounted for correctly and the preparation of VAT returns at academy level.
- To produce and present financial reports to school governing bodies enabling them to be fully informed.
- Meeting regularly with Headteachers and School Business Managers in the academies on a monthly basis to work on specific issues, month end reporting, management accounts and preparing for periodic audits and the end of year accounts.
- Assisting with the training of all new staff joining the trust and from academy conversions so they are up to date with all the finance procedures of the trust and are confident in their new role.
- Any other relevant finance related tasks which might arise to assist the Head of Finance.
- To undertake any other relevant administrative task as may be required.

General responsibilities

- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company, Education and Charity law, Data Protection, and funding agreements.
- Participate in the performance and development review process, taking personal responsibility for identifying learning, development, and training opportunities in discussion with the line manager.
- Be open to innovation and contribute ideas for improvement within the finance function and wider Trust.
- Ensure equal opportunities for all by supporting inclusivity and diversity within the workplace.
- Attend meetings within the Trust and external events as required.
- Engage with other professionals, leveraging cross-functional collaboration to optimise financial processes.
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- Engage with other professionals, leveraging cross-functional collaboration to optimise financial processes.
- Maintain confidentiality in respect of Trust-related matters and prevent the disclosure of sensitive information.
- Promote a safe and healthy environment for students, staff, and visitors.
- Undertake other duties commensurate with the grade of the post as directed by the Head of Finance.

Person Specification

Qualifications and Experience	Essential/ Desirable
ACA/ACCA/CCAB Qualified Accountant or AAT Level 4. To be considered without a qualification, candidates must have relevant school/Trust experience and be able to evidence strong management accounts preparation skills	D
A passion for finance, digital transformation and process improvement	E
Understanding of financial principles and practices	E
Proficiency in Microsoft Office, particularly Excel, as well as familiarity with automation	E
Full driving licence and car available for business use	E
Experience of working in an office environment and completing administration tasks	E
Experience of formulating budgets and their rigorous monitoring	E
Experience of performing bank reconciliations	E
Experience of financial accounting systems	E
Experience of using budget modelling tools	E
Previous relevant experience at a senior level	D

Skills and Knowledge	Essential/ Desirable
Strong numerical and analytical skills	E
Attention to detail and accuracy	E
Flexibility to adapt to changing workload and demands	E
Excellent interpersonal skills	E
Able to work both independently and as part of a team	E
Substantial experience of producing management accounts and variance analysis	E
Experience of working with budget holders to report against budgets and forecasts and interpret results	E
Experience of developing internal processes and implementing recommendations from audits or other evaluation	E

Skills and Knowledge (<i>continued.</i>)	Essential/ Desirable
Experience of achieving internal compliance and improving efficiency	E
Experience of developing and working within systems and processes to monitor financial performance against budgets and forecasts	E
Experience of managing and delivering objectives including dealing with competing priorities and other challenges	E
Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally and can demonstrate impact	E

Personal Qualities	Essential/ Desirable
Belief that every student should have access to an excellent education regardless of background	E
A commitment to the Trust's core purpose and values	E
A commitment to supporting the Catholic ethos of the Trust	E
Willingness and commitment to Professional Development	E
To have excellent attendance and punctuality	E
Ability to persuade, motivate, negotiate and influence	E
Customer-focused and committed to the delivery of excellent customer service	E



Pope Francis Catholic Multi-Academy 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.

Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that 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 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 or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

How to apply

Closing Date: Friday 14 August 9am

Interviews: Friday 21 August

For further information about the role, please contact Jennifer Crighton at jennifer.crighton@pfcmat.org

Please visit [**www.joinpfcmat.co.uk**](http://www.joinpfcmat.co.uk) and download the relevant application forms.

Applications must be made on the CES Application Form and the supporting statement should be set against the criteria laid out in the Person Specification. It must not exceed 1300 words. No other information will be considered.





Pope Francis
Catholic Multi Academy Trust

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