



Bishop Chadwick
Catholic Education Trust

ASSISTANT FINANCE MANAGER

Bishop Chadwick Catholic Education Trust

CEO: Mr T.B. Tapping

Salary: Band 8, Point 37, £40,876 per annum

Start Date: asap

Contract: Permanent, whole time (full year)

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham, with a total of 34 schools in the Trust by July 2022.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are twenty one schools within the Trust with a schedule of additional schools joining each term.

We are looking to appoint an experienced Assistant Finance Manager to join the Trust central team.

You will support the management and delivery of financial services within the Trust, contributing to the planning, development and monitoring of financial systems and procedures.

The successful candidate will be based at the Trust Head Office, Evolve Business Centre, Cygnet Way, Rainton Bridge South Business Park, DH4 5QY, with a significant proportion of time in schools. The successful candidate must be able to meet the travel requirements of the post which will regularly include visits to several schools during each working day. (Currently the team are working remotely).

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all staff.

Completed application forms should be submitted by email to recruitment@bccet.org.uk by **9 am on Friday 22nd October 2021**. Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Carolyn Dent, cdent@bccet.org.uk to arrange a confidential discussion.

Shortlisting: To be confirmed

Interview: To be confirmed

[A note regarding COVID 19](#)

Please note, the interview process will take place over a virtual platform to ensure the safety of all involved.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.



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The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.