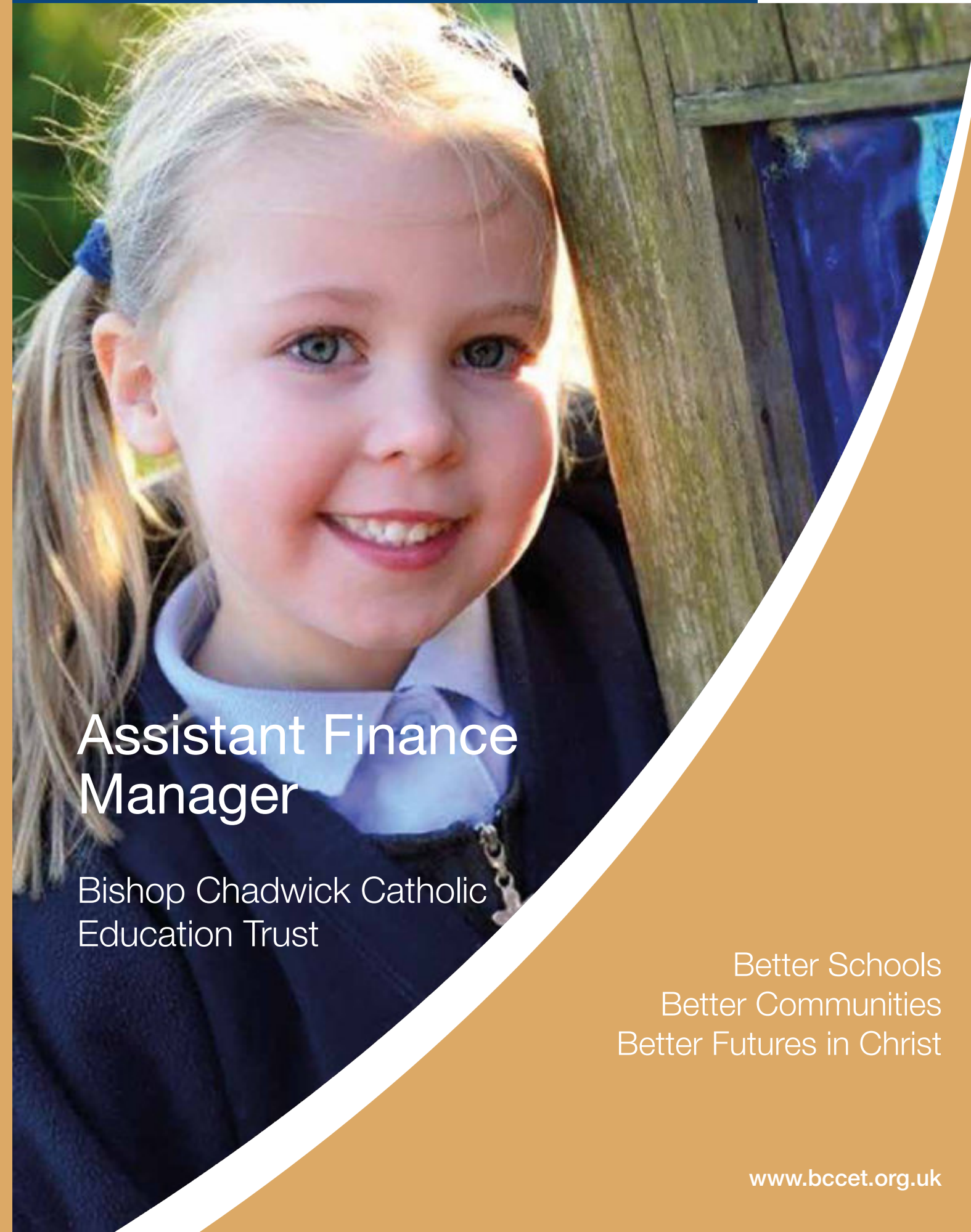


# Applicant Information Pack



Bishop Chadwick  
Catholic Education Trust



## Assistant Finance Manager

Bishop Chadwick Catholic  
Education Trust

Better Schools  
Better Communities  
Better Futures in Christ



Bishop Chadwick  
Catholic Education Trust

Evolve Business Centre  
Cygnet Way,  
Rainton Bridge South Business Park  
Houghton-le-Spring  
Tyne & Wear  
DH4 5QY

EMAIL  
[recruitment@bccet.org.uk](mailto:recruitment@bccet.org.uk)

[www.bccet.org.uk](http://www.bccet.org.uk)

[www.bccet.org.uk](http://www.bccet.org.uk)



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# Welcome

from the Chair of the Trust

Delivering on the Diocese of Hexham and Newcastle's policy to strengthen and develop Catholic education, Bishop Chadwick Catholic Education Trust will comprise 34 schools by July 2022.

To ensure that the children and young people in our schools receive the very best educational opportunities and life fulfilling experiences, our Trust is led by a strong and effective Board of Directors who collectively support and challenge schools within the Trust to achieve excellence.

Our education philosophy is based strongly on partnership where home, school, parish and the wider community work closely to enable each individual to fulfil their God given potential. Every pupil, member of staff and parent is an equally valued member of our community.

We welcome your interest in joining our family.



Mr Daniel O'Mahoney  
Director (Chair)





# Welcome

from the Chief Executive Officer

Dear applicant

Thank you for the interest you have shown in the post of Assistant Finance Manager.

This is an exciting opportunity for an experienced finance professional to join the finance section within the Trust central team.

The community of Bishop Chadwick Catholic Education Trust is a living body made up of many parts. Our academies work collaboratively as we seek to achieve cohesion without uniformity, understanding that each one is a unique community. Schools are at the heart of communities and our academies provide the opportunity to achieve academic excellence, contribute hugely to the development of our communities and show the face of Christ to all.

Our Trust passionately believes that every person should have the opportunity to become the best version of the themselves and by working in partnership we can achieve great things. Working as part of the central team, alongside myself and our exceptional Headteachers, you will support the management and delivery of financial services within the trust, contributing to the planning, development and monitoring of finance systems and procedures. If this interests you, I hope you will take the opportunity find out more about us via our website [www.bccet.org.uk](http://www.bccet.org.uk).

I welcome you to contact the team if you have any questions or queries, details for which can be found in the supporting information section of this pack. This is an important role within our trust to work as a team to create Better Schools, Better Communities and Better Futures in Christ. I look forward to reading your application.

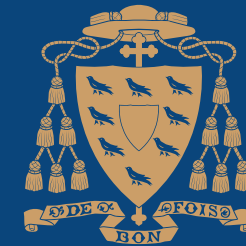


Mr Brendan Tapping  
Chief Executive Officer



# Vision and Values

As a family of schools inspired by Christ, we aim to enable each individual to fulfil their God given potential. Excellence for everyone through learning, respect and partnership is at the heart of our Trust.



## Excellence

Achieve excellence in everything we do.

## Community

One spirit, one community, one team.

## Respect

Created in the image of Christ and treated with equity and fairness.

## Celebration

Recognition and acknowledgement of all our successes.

## Gifts

Support and encourage all members to enable them to fulfil their potential.

## Aspiration

Supporting people to be the best they can be, ensuring that the needs of every individual are met.



# Better Schools Better Communities Better Futures in Christ

Our Trust is rooted in the Catholic faith. Our Trust's community lives by Gospel values and takes inspiration from our historical links to Northern Saints, the Sisters of Mercy, the Christian Brothers and Bishop Chadwick.

Working in partnership with the Diocese of Hexham and Newcastle, our parishes, the Local Authorities in which our schools are located and our communities, we will help to make the areas we serve to be better places to live and work.

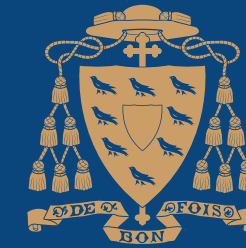
Our Trust includes both Primary and Secondary Schools serving the communities of East Durham, South Tyneside and Sunderland along the A19 corridor.



The schools in the Trust have a rich Catholic heritage, with many serving former mining and shipbuilding communities, with some of the areas, still undergoing a period of economic regeneration.

The priority of the Trust is one of achieving “excellence for all”, which is rooted in the Gospel value of the intrinsic value of the individual and the need for everyone to be treated with respect. We strive to enable each individual to be the “best possible version of themselves”.

# The family of schools in Bishop Chadwick Catholic Education Trust



## East Durham

- Our Lady of Lourdes RC Primary
- **Our Lady of the Rosary Catholic Primary**
- Our Lady Star of the Sea RC Primary
- **St Bede's Catholic School**
- **St Cuthbert's RC Primary**
- **St Godric's Catholic Primary**
- **St Joseph's RC Primary, Blackhall**
- St Joseph's RC Primary, Murton
- St Mary Magdalen RC Primary
- **St Mary's Catholic Primary**

## South Tyneside

- **SS Peter and Paul RC Primary**
- **St Aloysius' Catholic Junior**
- **St Aloysius' Catholic Infant**
- **St Bede's RC Primary, Jarrow**
- St Bede's RC Primary, South Shields
- St Gregory's RC Primary
- **St James' RC Primary**
- **St Joseph's Catholic Academy**
- **St Joseph's Catholic Primary**
- **St Mary's Catholic Primary**
- St Matthew's RC Primary
- St Oswald's RC Primary
- **St Wilfrid's RC College**

## Sunderland

- English Martyrs RCVA Primary
- **St Aidan's Catholic Academy**
- St Anne's RC Primary
- **St Anthony's Girls' Catholic Academy**
- St Benet's RC Primary
- St Cuthbert's RC Primary
- St John Bosco RC Primary
- St Joseph's RC Primary
- **St Leonard's Catholic Primary**
- St Mary's RC Primary
- St Patrick's RC Primary

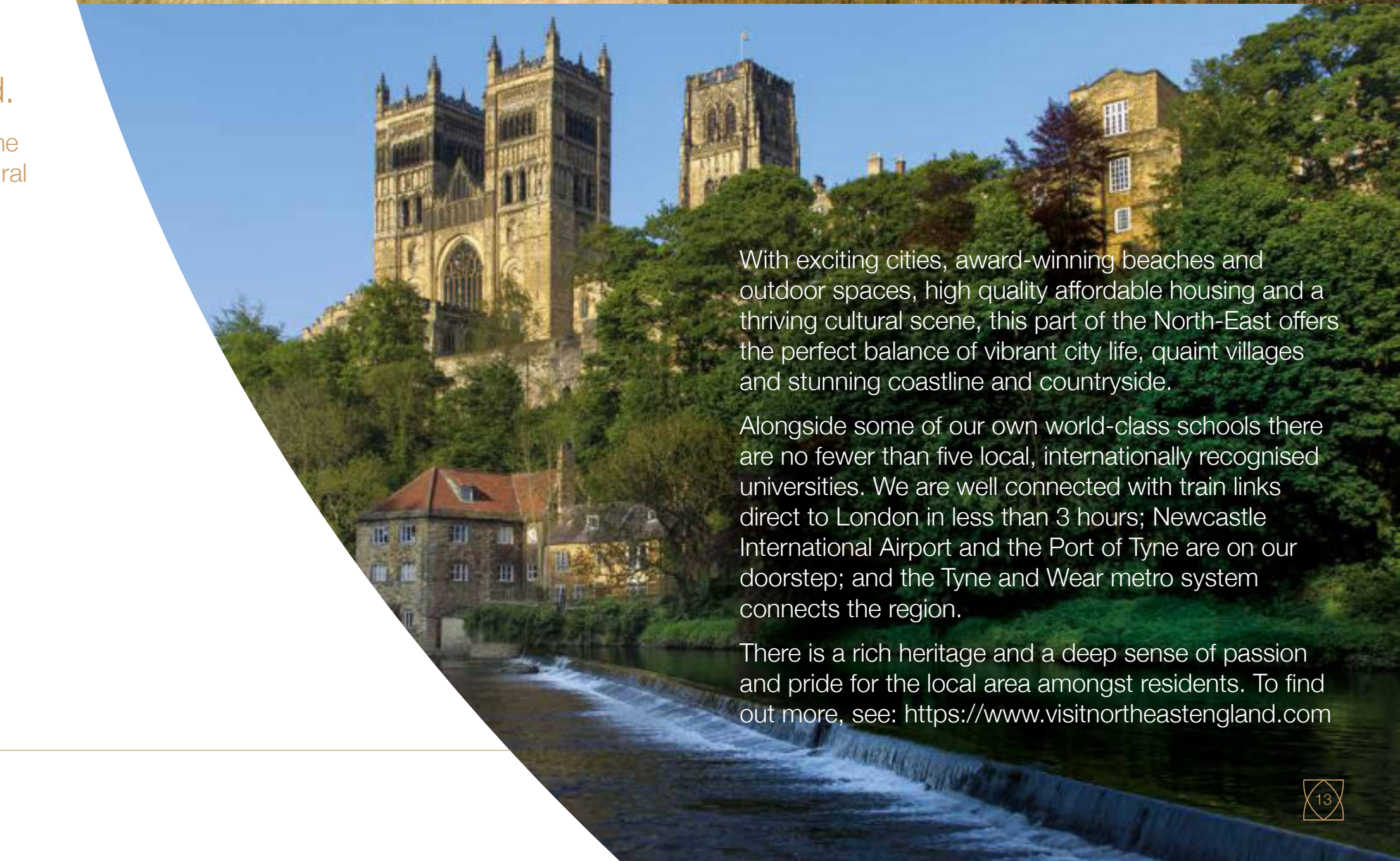
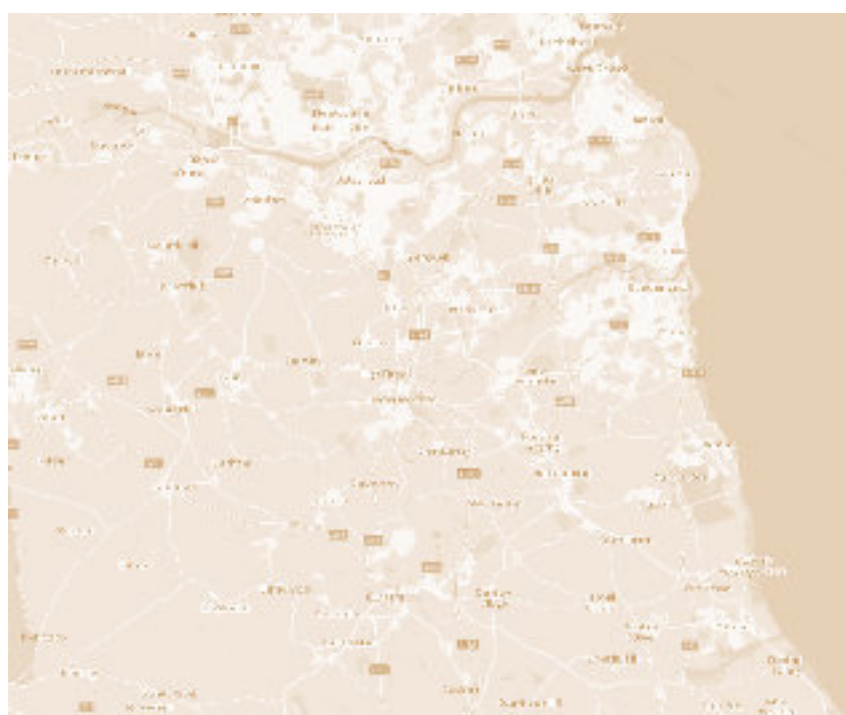
\* Those schools in bold are already part of Bishop Chadwick Catholic Education Trust



# Local Area

Our schools are based in the towns and villages of East Durham; the metropolitan borough of South Tyneside; and the city of Sunderland.

Stretching approximately 20 miles along the coastline of the North East, the area is renowned for its natural beauty and friendly welcome.



With exciting cities, award-winning beaches and outdoor spaces, high quality affordable housing and a thriving cultural scene, this part of the North-East offers the perfect balance of vibrant city life, quaint villages and stunning coastline and countryside.

Alongside some of our own world-class schools there are no fewer than five local, internationally recognised universities. We are well connected with train links direct to London in less than 3 hours; Newcastle International Airport and the Port of Tyne are on our doorstep; and the Tyne and Wear metro system connects the region.

There is a rich heritage and a deep sense of passion and pride for the local area amongst residents. To find out more, see: <https://www.visitnortheastengland.com>



# About Us

The aim of Bishop Chadwick Catholic Education Trust is to provide an outstanding education for all pupils attending schools within the Trust.

We have a centralised model with central services staff working closely in partnership with colleagues in each of our schools. Functions within this service include: finance, HR, IT, marketing and communication, estates, procurement, policy, catering, chaplaincy and attendance as well as school improvement support.

The Trust is committed to adhere to the School Teachers Pay and Conditions Document, as long as it is in existence, and will continue to follow local and national pay and conditions for support staff.

We invest in our staff and pupils to be the very best version of themselves through performance management and supporting training and development opportunities to enhance skills. Nurturing talent and succession planning are at the heart of our strategy for developing the leaders of future Catholic education.

As a Trust, we are committed to supporting our employees wellbeing. We are in the development phase of creating our own bespoke workload charter through a group of employees who represent all schools and professions within the Trust.

As part of our commitment to recruit and retain highly effective and committed teachers, Bishop Chadwick Catholic Education Trust was one of only five education trusts in the early roll out areas to partner with Teach First in the design and delivery of their Early Career Framework.



Job Description

POST TITLE:  
Assistant Finance Manager

GRADE:  
Band 8

RESPONSIBLE TO:  
Finance Manager

OVERALL RESPONSIBILITY  
Support the management and delivery of financial services within the Trust. Contribute to the planning, development and monitoring of finance systems and procedures.

- GENERAL RESPONSIBILITIES
- To implement the aims and objectives of the Trust
  - To undertake such duties as may be reasonably directed by the CEO/CFO/COO/Headteacher including an active contribution to the organisation and development of financial services across the Trust.
  - To contribute to broader aspects of Trust/school life as opportunity and situations make relevant.

KEY TASKS

1. Assist with the strategic planning of the Trust finance services.

2. Play a key role in month end procedures including the reconciliation of control accounts and the processing and reconciliation of payroll journals.

3. Support with the production of monthly management accounts for senior leaders and directors, including the production of an appropriate narrative to explain any significant variances.

4. Support with budget monitoring across the Trust.

5. Undertake regular bank reconciliations.

6. Responsible for the reconciliation of all credit/purchasing cards.

7. Creditor and debtor control.

8. Conduct regular budget review meetings.

9. To manage the delivery of accurate and efficient payroll processing service that meets the need of the Trust and provides data and payments to third parties (i.e. HMRC, TPS, LGPS, Trade Unions) in accordance with statutory requirements and to agreed timescales.

10. Utilise the Trust's budgeting software to produce budget scenarios.

11. Authorise orders within the Trust Accountancy system.

12. Manage and maintain the Contracts Register for the Trust.

13. Support with Trust capital projects including accounting for income and expenditure.
14. Liaison with the Trust's internal and external auditors including collecting and preparing data in advance and reacting, in a timely manner, to any audit recommendations.

15. Support with the design, management and co-ordination of appropriate finance administrative systems across the Trust as required and to secure robust systems for quality controls.

16. Undertake research and obtain information to inform decisions.

17. Abide by Trust financial policies and procedures.

18. Attend Director and Governor meetings, where necessary.

19. Build effective working relationships with Directors, Governors, Headteachers, employees and external agencies.

20. Ensure General Data Protection Regulations for the Trust are followed.

21. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by senior staff.

22. Comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

23. Support the vision, values and catholic ethos of the Trust and individual schools.

ANY OTHER DUTIES AS REASONABLY REQUESTED BY THE CEO.  
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification  
Assistant Finance Manager



Category	Essential	Desirable	Where identified
QUALIFICATIONS	Part or fully qualified professional qualification in accountancy or equivalent experience.  Demonstrate evidence of continued professional development	Leadership/Management qualification	Application form/ Certificates
EXPERIENCE	Experience of working in a senior finance role Experience of IT Packages including word, excel and computerised accountancy systems and budgeting software Experience of designing, developing and implementing administrative and organisational systems Experience of managing and monitoring budgets/financial forecasts and action planning Experience of holding challenging conversations Experience of analysing and evaluating data	Experience of working in Education and working with the Academy Financial Handbook  Experience of Iris (PS Financials)  Experience in the development of and delivery of training courses	Application Form/ Selection/ References/ Interview
PROFESSIONAL DEVELOPMENT	Evidence of keeping up to date with financial developments		Application form/ Interview
SKILLS	Ability to relate well to children and adults Effective written and verbal communication skills and the ability to share ideas clearly and persuasively  Proven financial proficiency  Analytical skills to investigate complex problems and information, drawing conclusions and recommendations for action  Proven ability to work under pressure at pace to tight deadlines on a number of different projects at a time  Initiative to plan and make decisions.  Ability to work independently and take initiative  Ability to work as a team  Organisational skills to plan own workload	Able to demonstrate the delivery of effective CPD/ coaching and mentoring which helps develop others	Selection References/ Interview
SPECIAL KNOWLEDGE	Knowledge and understanding of how to manage all financial procedures  Knowledge of the Education funding landscape  Knowledge of GDPR	Academy Trust Handbook	Selection Interview
PERSONAL ATTRIBUTES	Ability to work flexibly according to the needs of the Trust, including attendance at Trust/ Governing Body meetings supporting the smooth and effective running of the Trust Prepared to support the Catholic Ethos of the Trust  Can meet the travel requirements of the post (multi-site visits when required) Self-motivated Enhanced DBS check  Willingness to participate in in training and development opportunities	Willingness to support extra-curricular activities.	Application form/ References/ Interview



# Supporting Information

## HOW TO APPLY

Completed application forms should be submitted by email to [recruitment@bccet.org.uk](mailto:recruitment@bccet.org.uk) by 9 am on Friday 22<sup>nd</sup> October 2021. Emailed applications are required and CV's will not be accepted.

## SELECTION PROCESS

Shortlisting dates TBC  
Interview dates TBC

## SALARY

The salary for the post is £40,876 per annum (SCP 37) of the National Joint Council pay spine for Local Government Employees / School Teachers Pay and Conditions Document. You will be paid monthly on the 25th of each month.

## PENSION

On joining the Trust you will automatically be included into the Local Government Pension Scheme (LGPS) / Teachers Pensions Scheme (TPS) unless you are employed on a contract for less than 3 months. If you are already a member of the LGPS / TPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary.

## MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

## ANNUAL LEAVE

For non-term time only support staff (those working a full year), your annual leave entitlement will be 25 days if you have less than 5 years continuous service or 30 days if you have more than 5 years continuous service. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement.

## NOTICE PERIODS

Notice periods are in accordance with the School Teachers Pay and Conditions Document.

## TEACHING STAFF

- to leave by 31 December, notice must be given before 31 October;
- to leave by 30 April, notice must be given before 28 February;
- to leave by 31 August, notice must be given before 31 May. Headteachers and Senior Executive staff (Leadership)
- to leave by 31 December, notice must be given before 30 September,
- to leave by 30 April, notice must be given before 31 January,
- to leave by 31 August, notice must be given before 30 April.

For support staff, the minimum period of notice you must give the Trust depends upon the grade for your post and will be set out in your contract of employment. The standard notice period is 1 month. Employees paid Spinal Column Point 33 are required to provide 2 months notice.

## PROBATION

If you are a new entrant to the Trust your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

## WORKING HOURS

The working week for support staff will be one of 37 hours.

## TERMS AND CONDITIONS

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services / Teachers Pay and Conditions Document.

## QUERIES

For an informal and confidential discussion on this post, please contact Carolyn Dent, [cdent@bccet.org.uk](mailto:cdent@bccet.org.uk) to arrange a confidential discussion.

## GENERAL

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.

\*the above supporting information for central support staff is based on South Tyneside terms and conditions.

