

Application Pack

MANAGEMENT ACCOUNTANT

EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF SALFORD

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of management accountant with the central team. Emmaus CAT (Diocese of Salford) is a rapidly growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the management accountant will contribute significantly to the strategic direction of Emmaus CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the central finance team and Emmaus CAT headteachers and school business managers we are very much looking forward to recruiting an outstanding management accountant. The successfully appointed candidate will join our central finance team and work with the business partnering team – working alongside the CFO, head of financial planning and reporting, finance business partners and transactions team to support a portfolio of newly-converted schools and ensure clear monthly reporting, re-forecasting, budgeting and planning, including integrated curriculum financial planning (ICFP).

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO








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Emmaus Catholic Academy Trust, an educational constellation.

MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3
Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.
Open our eyes, so we see the signs of your presence around us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

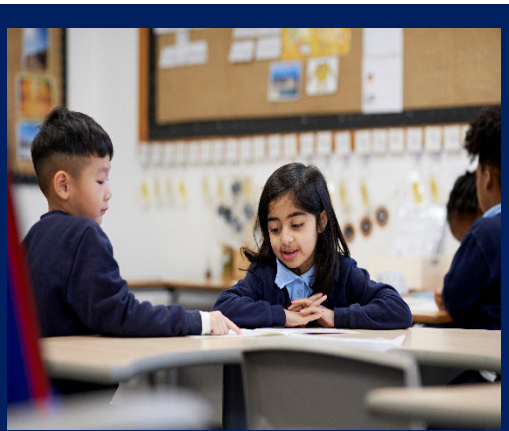
1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual values are based on Luke 24: 'Stay with us Lord, on our Journey…'

Humility – Faithfulness - Service







3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To provide great Catholic education across Greater Manchester.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established Catholic Academy Trust of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In Emmaus CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining Emmaus CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.







4) How will we succeed?

Our Philosophy – Aligned Agency

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one community. We promote agency by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of Emmaus Catholic Academy Trust.

So why then do we retain the term agency? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred community, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the Emmaus CAT central team leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, Emmaus CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Ambitious curriculums and character education

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

Talent, and supporting our people to flourish

We are committed to building a healthy Catholic community where our staff are valued, encouraged to work collegiately, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic community, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.







5) What is most important, right now?

Strategic Priorities–2026/2027
Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society.**

Emmaus CAT currently educates approximately 13,200 children, and employs approximately 2,000 staff.

- Corpus Christi RC Primary School – 349
- English Martyrs' RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Saint Joseph's RC Primary School, Shaw – 227
- Our Lady of the Rosary RC Primary School – 237
- SS Aidan and Oswald RC Primary School - 363
- St Antony's RC School – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Audenshaw – 236
- St Anne's RC Primary School, Oldham – 232
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School – 251
- St Cuthbert's RC Primary School – 227
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 244
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John's RC Primary School – 395
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Stockport – 503
- St Kentigern's RC Primary School – 454
- St Malachy's RC Primary School – 233
- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School, Stockport – 114
- St Mary's RC Primary School, Failsworth – 458
- St Mary's RC Primary School, Levenshulme – 371
- St Matthew's RC High School – 1333
- St Monica's RC Primary School – 334
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Theresa's RC Primary School – 212
- St Winifred's RC Primary School – 401

With the schools below joining 26/27, Emmaus CAT will educate approximately 15,500 children and employ approximately 2,350 staff.

- St Joseph's RC Primary School, Mossley – 167
- St Richard's RC Primary School – 468
- St Willibrord's RC Primary School – 246
- Sacred Heart RC Primary School – 335
- Christ the King RC Primary School – 402
- St Catherine's RC Primary School – 438
- St Joseph's RC Primary School, Manchester -228







Management Accountant

Salary: NJC Grade 7 SCP 26 – 30, £38,510 to £42,123 to NJC Grade 8 SCP 31-35, £43,150 to £47,664 (dependent on qualifications and experience)



The Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic Education to our pupils. We are seeking to expand our central team in line with the growth of the CAT and appoint a management accountant to support our finance business partnering team schools and welcome applications from all faiths.

We are seeking a forward thinking, highly organised and personable finance professional, who can support our CFO and our Head of Financial Reporting and Planning and work with the wider finance team, to ensure that the CAT's finance systems are robust and that there is a consistent approach to financial reporting, financial planning and analysis and compliance.

The post-holder will support the finance business partnering team with preparation of monthly management accounts and management information reports. They will also support with the annual budgeting and planning process, including integrated curriculum financial planning metrics.

The management accountant will have responsibility for the following.

- Completion of key processes to support production of monthly management accounts for primary and secondary schools
- Supporting with budget preparation, ICFP metrics and reports for school leaders and Local Governing Bodies
- Supporting business partnering team with information, including attendance at some meetings
- Supporting business partners with budgets and onboarding for new schools as part of the CAT growth strategy
- Assisting the Head of Financial Planning & Reporting with development of systems and processes, including month end processes and the annual budgeting cycle
- Working with the wider finance team to develop and embed ICFP (integrated curriculum financial planning)
- Supporting with project finance as required

Contract/Hours of work: Full-time, 35hrs per week

Salary: NJC Grade 7 SCP 26 – 30, £38,510 to £42,123 to NJC Grade 8 SCP 31-35, £43,150 to £47,664

- **Membership of Local Government Pension Scheme (Career Average Benefits)**
- **26/31 days annual leave plus up to 4 additional Christmas closure days.**

We operate a flexible working model, with the option to work occasionally from home. Our central offices are in Sale and attendance will occasionally be required across Emmaus CAT sites on key dates. Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:
The management accountant will report directly to the Senior Finance Business Partner and Head Of Financial Planning & Reporting.

Key contacts:
Finance team/CFO, central team, Headteachers and School Business Managers

Responsibilities
The management accountant will complete key processes to produce accurate management accounts and budgets for all schools within the Emmaus CAT portfolio.



Management Accountant (Assistant Finance Business Partner)

Main purpose of the role:

The post-holder will support the finance business partnering team with preparation of monthly management accounts and management information reports. They will also support with the annual budgeting and planning process, including integrated curriculum financial planning metrics. This will include working closely with the business partners for new schools joining the CAT and supporting the conversion and on-boarding process.

The management accountant will have responsibility for the following:

- Completion of key processes to support production of monthly management accounts for primary and secondary schools
- Supporting with budget preparation, ICFP metrics and reports for school leaders and Local Governing Bodies
- Supporting Business Partnering team with information required for meetings
- Supporting Business Partners with budgets and onboarding for new schools as part of the CAT growth strategy
- Assisting the Head of Financial Planning & Reporting (FPR) with development of systems and processes, including month end processes and the annual budgeting cycle
- Working with the wider finance team to develop and embed ICFP (integrated curriculum financial planning)
- Supporting with project finance as required

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

Financial Transactions and Reporting:

- Support with preparation of key month end reporting processes – payroll reconciliations, bank reconciliations, accruals, prepayments and other month end adjustments
- Support with system and process developments to ensure a timely and efficient month end reporting cycle, in line with agreed timetables
- Prepare month end reconciliations as required, including investigation of key variances
- Ensure balance sheet reconciliations are complete for assigned schools, and reconciling items are investigated and cleared in a timely manner
- Support finance business partnering team to produce annual budgets and 3-year plans in line with Trust-level agreed assumptions and timetable, ensuring accuracy of budgets and ICFP analysis
- Prepare information for reports presented at Local Governing Body meetings and formal budget review meetings
- Work with finance team to embed ICFP at both secondary and primary level, developing budgeting platforms to produce clear data linked to curriculum and school development plans
- Support the Head of FPR with project costings for school development plans, People Strategy, SEND Strategy and other projects and deep dive reviews, presenting findings in a clear and understandable manner
- Support business partnering team to maintain contract databases for all schools to ensure accurate budgeting and to support the CAT-wide procurement strategy.

Financial Compliance

- Ensure that trust finance policies and the requirements of the Academy Trust Handbook are understood and upheld at all times, including the seven principles of public life
- Support the central finance team with identification of training requirements across the CAT and attend and support at finance network meetings to deliver training

Academy Conversions & CAT Growth

- Support business partnering team with on-boarding of new schools – including initial budget set-up, staffing budgets, accurate profiling of budgets and analysis of conversion balances
- Support with the set-up of other financial information and transactions for new schools, including bank accounts and re-direction of funds from parents and local authorities

People

- Develop strong working relationships with the central finance team, wider central team and key school contacts, including school business managers
- Understand the financial reporting cycle and support the wider team with accurate and timely completion of key deliverables
- Attend regular finance network meetings and training with central finance team and SBM's from across the CAT
- Work with finance transactions team and business partnering team to ensure accurate and timely delivery of monthly management accounts
- Support the CFO and central finance team with delivery of the finance strategy

Policies, audit and regulatory compliance

- Work to Trust financial reporting timetable to ensure that all finance reporting deadlines are met
- Understand the requirements of the Academy Trust Handbook and support the CFO and finance team in monitoring school compliance with finance policies and supporting with any queries
- Provide timely information to the internal and external auditors where required
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.









General

- Actively contribute to and promote the overall ethos and values of the school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, school and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Headteacher or leadership team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT and the school, and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the school/CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)







Person Specification

Qualifications	Essential/Desirable
Good standard of education including strong GCSE level passes in English and Maths	**E**
Educated to at least A Level or equivalent	**E**
AAT/CIMA/ACA/CIPFA or other recognised finance qualification (full or part-qualified)	**E**
Experience	
3 years' experience in a finance role that includes posting financial transactions, reporting and preparation of reconciliations.	**E**
Experience of preparing management accounts and variance analysis	**D**
Experience of education charity sector	**D**
Skills and Aptitudes	
The ability to use financial management information systems, Microsoft Excel to a good standard, Microsoft Word and Powerpoint	**E**
Knowledge of budgeting & planning processes	**E**
Knowledge of integrated curriculum financial planning	**D**
Knowledge of regulatory framework for multi academy trusts	**D**
Ability to contribute to the preparation of statutory accounts	**E**
Personal Qualities	
A flexible approach and willingness to learn	**E**
Good communications skills and the ability to inform and persuade others	**E**
Good problem-solving skills	**E**
An attention to detail, especially in relation to processes and systems	**E**
Ability to work in a timely manner and follow a monthly timetable for reporting	**E**

A commitment to the safety and wellbeing of children and young people	**E**
A commitment to equality, diversity and inclusion	**E**
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Services	**E**
Pre-Employment Health Check	**E**
Willingness and ability to travel to schools across the CAT and attend various key events	**E**
Full driving licence	**E**
An appropriate understanding of child protection and data protection	**D**





HOW TO APPLY

EMMAUS
CATHOLIC ACADEMY TRUST

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2nd Floor Crossgate House, 47 – 55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

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@EmmausCAT



To apply for this role, please use our online recruitment portal which can be accessed using the link below:

Management Accountant | SAMpeople Recruit

Closing date: Monday 23rd November 2026, 9am

We will be shortlisting on Tuesday 24th November 2026 and successful candidates will be informed on that day.

Interviews will take place: Friday 27th November

DIOCESE OF SALFORD