

Hull Collaborative Academy Trust



JOB ADVERT **HCAT Central Team - FINANCE MANAGER**

Salary: Grade 10 SCP 34 – 38 (£42,403 - £46,464)

Contract: Permanent – Immediate Start

Hours: 37 hours per week, all-year around

HCAT is a high performing multi academy trust with a positive and restorative culture offering many opportunities. We are seeking to appoint a Finance Manager to support multiple Primary Schools in the Trust.

The main purpose of the Finance Manager is to lead, develop and oversee all financial matters and systems within the allocated school, advising the Headteacher, Senior Management and the Trust, where necessary, on matters of a financial nature.

Main responsibilities:

- Setting and maintaining the budget on a monthly and annual basis.
- Monthly Management accounts preparation and reporting
- Meeting with and advising school heads and senior leaders.
- Ensures that systems are maintained, which will enable effective budget setting and monitoring for the school in line with Trust financial regulations and procedures / policies.
- Responsible for advising and supporting the non-finance staff in Schools who carry out financial tasks.
- Responsible for the procurement of items for school ensuring best value.

If you think you meet these above requirements, please contact the HR & Recruitment Advisor via email Emily.Mansfield@hcat.org.uk to request an application pack.

Closing Date: Wednesday 31st January 2024, at 12.00pm (noon)

Interview date: Friday 2nd February 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post involves contact with children in a school setting and has safeguarding responsibilities.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, through the shortlisting process.