

EDITH STEIN CATHOLIC ACADEMY TRUST



Edith
Stein
Catholic
Academy
Trust

APPLICATION PACK FOR ESCAT FINANCE MANAGER



Potential for Greatness



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ESCAT Finance Manager

Permanent, Full-time, 37 hours a week, 52 weeks a year

Hours: Monday to Thursday 8.30am to 4.30pm, Fridays 8.30am to 4pm (30-minute daily unpaid lunch break)

G1 – G5 £50,564.00 - £56,219.00

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post.

The Directors of the Edith Stein Catholic Academy Trust (ESCAT) are seeking to appoint a Finance Manager to join our hardworking, committed and enthusiastic team. This role will require the successful candidate to lead a small team to ensure the smooth running of the finance function at Oaklands Catholic School and of the Trust.

The Directors are looking for someone who has a Level 4 AAT qualification or above, or who can demonstrate their qualification through experience in Finance Accounting. Previous experience working in a finance department of an academy school would be highly considered.

If you are a Catholic, you will understand the distinctiveness of Catholic schools such as Oaklands and Corpus Christi and this will be attractive to you. You do not have to be a Catholic to work at Oaklands; the Directors welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.



The principal responsibilities of the ESCAT Finance Manager are:

Financial Management

- To lead the month-end and year-end processes within the Trust in line with the organisation's deadlines and financial procedures, ensuring schedules and reconciliations are in place
- Ensure that the Trust's financial policies and procedures are consistent with the requirements of the DfE, ESFA, Companies House, auditors and trustees
- Lead the monthly financial reporting to the Chief Financial Officer, including management accounts and variance analysis, balance sheet and forecasts
- Preparation of a variety of regular, standard financial accounting reports for the Chief Financial Officer for monitoring purposes
- Oversee the Purchase Ledger, ensuring policies and procedures are followed, value for money is achieved and the timely payment of invoices
- Assist with tendering exercises and make recommendations on which contractors to engage, ensuring value for money
- To be responsible for all matters relating to the administration of the academy trust finances, ensuring the day-to-day running of finance follows sound financial procedures, consistency between schools and improvements are made where identified
- Preparation of statutory returns as required, including monthly VAT returns

- Oversee the Sales Ledger, ensuring policies and procedures are followed, income is collected and reconciled, outstanding debt is managed, and charges are appropriate
- Manage the processes and procedures for the financial elements of payroll
- Manage cash flow and reporting, including outturn forecast and the transfer of monies as required. Make recommendations on the investment of funds
- Support senior leaders in bid writing to generate income, including submission of bids for capital funding
- Support the Chief Financial Officer in the financial elements of academy conversions, including training programmes for new schools, systems are implemented and schedules and reports are developed
- Any other duties commensurate with the position as directed by the CEO or CFO

Budget

- Support the Chief Financial Officer in preparing, managing and monitoring the annually allocated budgets
- Prepare the annual budgets for the Budget Forecast Return
- Manage the Trust budgeting tool, ensuring it is maintained, updated and an accurate source of information

Audit

- Support the Chief Financial Officer on the preparation and delivery of internal and external audits
- Ensure Trust and school transactions, schedules and reconciliations are auditable
- Review audit reports, providing management responses and taking prompt action on any issues raised

Management / Administration

- Line management of finance, including performance management
- Plan and ensure delivery of training for all finance staff, in consultation with the Chief Financial Officer
- Identify and drive improvements within finance on processes, reporting and procedures
- Lead administration of the Trust's finance systems, including developing the systems to ensure they remain fit for purpose
- Oversee the management and administration of banking, including setting up new accounts, Governors and gift aid returns
- Administer the budgeting tool, following updates and developments
- Ensure financial processes and procedures are followed and maintained with non-financial departments, including Business Support and Sixth Form

Trust/School Policies and Regulations

- General knowledge of school policies and procedures.
- Working knowledge of Health and Safety/security regulations and procedures pertaining to the role and wider surroundings.

- Pursue personal development skills and knowledge necessary for the effective performance of the role
- Work co-operatively with others towards shared goals

In return we offer an excellent salary and benefits package, the prospect of working for a value-led organization which is committed to educational excellence, the training skills and resources to share best practice, plus a supportive and dedicated staff and senior team.

The successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff at Oaklands are expected to display a commitment to the protection and safeguarding of children and young people.

We are part of Edith Stein Catholic Academy Trust (ESCAT), and your role will work across all schools.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be reasonably required from time to time. Any such duties should not, however, substantially change the general character of the post.



About Us

Edith Stein Multi Academy Trust is currently made up of three schools within the Roman Catholic Diocese of Portsmouth. Along with our other partners, we are all working together to provide the best opportunities for every child.

The core aspect of our collaborative work is to ensure good Catholic Education for all, upholding the Bishop's mission and vision for education across the Diocese.

Background to the Trust

The Trust was initially formed in 2011 by Oaklands Catholic School under the banner of the Catholic Academy Trust in Havant. Oaklands Catholic School and Sixth Form was one of the first Catholic Schools in the County to convert to an academy. The Trust changed its name to Edith Stein in 2017. Corpus Christi Catholic Primary School joined the Trust in 2021 and St Peter's Catholic Primary in Waterlooville joined in July 2026.

The Trust believes that its schools should be distinctive and rooted within their parish and local 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 Trust of excellence.



PERSON SPECIFICATION

Essential:

- Sound technical Finance knowledge
- Educated to A Level standard
- In possession of an L4 AAT (or above) qualification in Finance Accounting, or can demonstrate qualification through experience in Finance Accounting
- Sound administrator with attention to detail
- Working with a range of financial software programmes, MIS and Microsoft applications
- Good level of Excel knowledge
- Ability to people manage, motivate and lead a team
- Excellent time management, communication, organisation and listening skills
- Good IT Skills
- Change management, experience in process improvement
- Committed to personal development, with a willingness to develop relevant skills
- Stamina and resilience and ability to work under pressure
- Strong commitment to team-working and partnership
- Ability to work in a Catholic Trust, sensitive to the ethos of the Trust

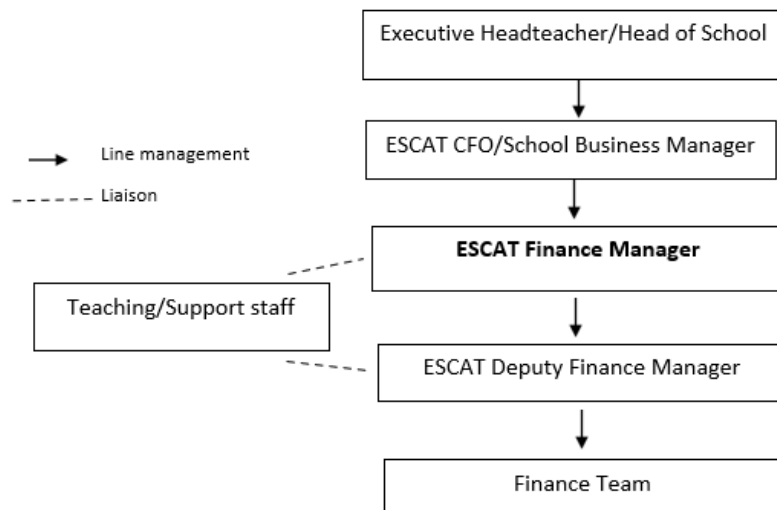
The following would be desirable:

- Part-qualified accountant/willingness for further accounting professional development
- Previous experience of working in a finance department of an academy school
- Previous experience working in a similar role
- Educated to Degree Level
- Experience of working with IRIS/PSF Financials accounting software
- Imagination and vision
- An understanding of the Trust's role in the community
- An understanding of the core purpose of the Trust

- Sense of humour
- Proactive problem solver

The duties and responsibilities in this job description are not restrictive, and the post-holder will be required to undertake other reasonable duties as requested by the line manager. Please note all staff will be required to complete and obtain a clear Enhanced DBS, provide 3 pieces of original ID and provide original qualification certificates.

All applicants for this position must evidence Right to Work.



The role dimensions

Number of schools: Three (one Secondary and two Primary). The Trust is expected to expand to further increase the number of schools.

Number of pupils: ~2,200 (including ~270 in Sixth Form)

Travel: Will be required periodically between the schools in the Trust

The main contacts

CEO/CFO Edith Stein Academy Trust

Governors

Support staff and Teaching staff

Working conditions

Normal Office Environment, with possible travel between local Trust schools

Context/additional information

Training as required, First Aid Training



Nine Reasons why we think you might want this role at the Edith Stein Catholic Academy Trust

- In your current role you have already had a positive impact on the organisation you work for
- You believe in the strength that working with a diverse group of people brings
- You are attracted to working in a Trust that can provide a range of opportunities for you and your colleagues
- You value young people and see that professional and effective support functions ensures continuity of teaching and learning
- You can see the value in developing professional relationships that get the best out of colleagues
- You are excited by the chance to work collaboratively with other colleagues in other departments
- You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
- You give of your time freely recognising that this contributes to successful outcomes and job satisfaction
- You want to use this position as a stepping stone to career advancement

IT Network Manager – Nicolle Pinchen

I joined Oaklands in April 2019 as an Apprentice IT Technician. I worked closely alongside our small team of skilled technicians to help solve and support issues around the school. I have a background in the Music Industry, mainly the business and promotion side. I studied a Music Business and Promotion degree at Southampton Solent University.

Eighteen months after finishing University, I decided to pursue a career in IT, this has always been a strong passion of mine. The support at Oaklands has made me realise that I could have a career in this area. There is a strong link between my degree experience and some of the work here at Oaklands, which includes technical support of events in our main auditorium. The apprenticeship scheme at Oaklands enabled me to learn on the job and gain two qualifications, most recently being a Level 4 in Network Management.

I have since been able to step into the role as Network Manager, making key decisions about the IT networking within the school and the wider trust, with the support of the small team who I am lucky enough to now line manage. My work is wide and varied from managing the ticket fault reporting system to ensuring the network is working without vulnerabilities and threats. No two days are the same at Oaklands, which keeps the role both interesting and exciting.

For me, the best thing about working here is the community. There is a strong feeling of community spirit and support within that, no matter what area you work in. If you are thinking of a career at Oaklands I would say 'Apply'! It is the best career choice I have made. Oaklands is a fantastic place to work with a lot to offer!



Head of History Department - Hayley Short

I started teaching at Oaklands in 2019 as an NQT. As a new teacher to this profession, I was positively welcomed to the school and to the community Oaklands provides. Not only this, it was a brilliant school to help me develop as a newly qualified teacher, as I was able to learn alongside highly skilled and experienced colleagues.

Although new, I was trusted with responsibilities within our History Department which helped me develop my skills within and outside the classroom. In 2023, I was given additional responsibilities as Lead Pastoral Practitioner, working with KS4 Heads of Year to develop and promote positive student behaviour patterns. Within our thriving History Department, my ideas and training have been strongly encouraged and since September 2024, I have been very much enjoying my new role as Head of Department.

I can see myself working here for many, many years to come.

I really enjoy working in a Catholic School, the sense of community is unique, and ensures that you are working in a positive and caring environment; the importance and impact of faith on the lives of young people ensures that our students not only learn academically but also morally. Our school's traditions ensure that this school is so special. Our students are fantastic and make me thankful to be a teacher.

If you would like to work here, you will be welcomed into our community and will be able to work in a lovely, wonderful school! I would recommend this to anyone.



The successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff working for the Trust are expected to display a commitment to the protection and safeguarding of children and young people.

All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The trustees, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

- Please complete a CES Support Staff application form. This can be downloaded from the Oaklands school website
- Please also complete and return the Consent to Obtain References Form

Completed applications and Consent Forms should be sent by email to:

l.austin@oaklandscatholicschool.org

or by post (marked 'Application' in the top left-hand corner) to:

Mrs Louise Austin (HR)
Oaklands Catholic School
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

Please note that incomplete applications will not be accepted.

Closing date:

Monday 5th October 2026 5pm

Interviews:

Week commencing 12th October 2026

Please note on Page 10 of the application form you are required to complete a supporting statement.

The candidate application form asks for three references. Normally one of these referees should be your current or most

recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate. As part of the interview process all candidates will be required to:

- Take a tour of the school
- Meet the team
- Undertake a competency task
- Participate in a panel interview

Please visit our school website for more information about Oaklands and other recruitment documentation:

www.oaklandscatholicschool.org

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor strategy
- Oaklands Catholic School Main Prospectus
- Equality Act 2010

What about those FOUR reasons why this role might not be for you!

The match of your skills and experiences to our needs is not a good fit

Come and visit us, read the pack, phone Karen Hastilow (HR Manager) and find out if the match is better than you think

You are anxious about coming into a Catholic school (don't be)

Again, come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic

You have not worked in the education sector

If you have no previous education sector experience, then we still want to hear from you. Most of our best staff had little or no experience in a previous education setting but have brought valuable skills and experience into our Academy Trust

You feel you might not be ready for this challenging new role

If you are still reading, then you probably are



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