

# The Salesian Academy of St. John Bosco

## Recruitment Pack

### Finance Assistant

Enabling schools, aspiration and  
faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**



**Pope Francis**  
Catholic Multi Academy Trust

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

**Thank you for your interest in Pope Francis Catholic Multi Academy Trust.** We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

## What We Can Offer

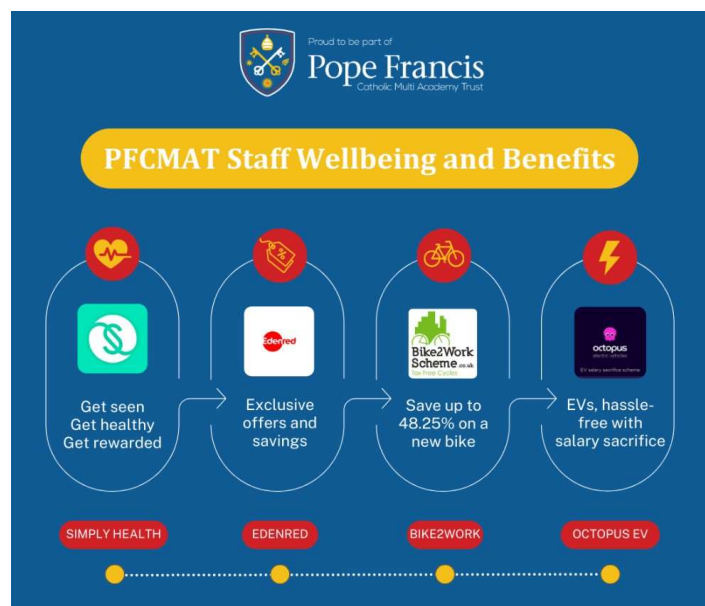
We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering:  
**[www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)**

We will be delighted to have informal conversations with potential candidates before the closing date. Please contact **Louise Jones on 07842 020052** or **[louise.jones@pfcmat.org](mailto:louise.jones@pfcmat.org)** to arrange a discussion with either the CEO or CFO.

*Andrew Dawson*

CEO  
Pope Francis CMAT



## Welcome from the Headteacher



The Salesian Academy of  
**St. John  
Bosco**

Dear Candidate,

As the Headteacher of The Salesian Academy of St John Bosco I am delighted with your interest in joining our team.

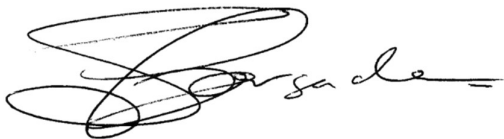
At our academy, we have a clear and inspiring vision: to be a school defined by our faith and the strength of our Salesian and Catholic values, becoming the number one choice for families in our community. This ambition is supported by the robust partnership between Pope Francis Catholic Multi Academy Trust and the Salesians.

In the spirit of St. John Bosco, we are committed to ensuring that every pupil knows they are valued and loved. Our goal is to provide an education that nurtures their diverse talents, fosters both academic and personal excellence, promotes health and safety, and empowers them to make meaningful contributions to society.

We are also excited about the upcoming transition to our new school building in 2026, which will provide an inspiring environment for both staff and pupils.

If you believe you possess the qualities, skills, and experience we seek—along with the enthusiasm, knowledge, and resilience to positively impact the future of our school—I eagerly await your application.

Thank you for considering this opportunity



Headteacher  
The Salesian Academy of St. John Bosco

## Why Choose Our School?

### Our School Mission

Our Mission at The Salesian Academy of St. John Bosco is to be a Catholic School that seeks to appreciate and develop the talents and skills of each individual.

### Our School Vision and Values

We aim to instill the Salesian values of Respect, Understanding, Affection and Humour - RUAH. These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values must be evident in our orderly and settled environment where we insist on the highest standards of politeness, behaviour, and appearance.

***Young people not only need to be loved, they need to know that they are loved."***

This is one Don Bosco's, founder in 1859 of of the congregation of Salesian Priests and Brothers, most important statements about working with young people.

St John Bosco has a special place in the life of the Catholic Church, not only as a saint but also as a visionary educator. He sought to bring the love of God to young people, many poor and without work or education, so that they would know they were valued and rich in potential.

And so in this increasingly secular world we find ourselves in, we are proud to be part of a worldwide Catholic Salesian community that has the young people 'our future' at the heart of its Mission and Vision.



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust



# Application Process



The Salesian Academy of  
**St. John  
Bosco**

How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- ✳ CES Application Form
- ✳ CES Consent to Obtain References CES
- ✳ Monitoring Form
- ✳ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✳ Covering letter stating how your skills and experience meet the job description and person specification

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B.Deegan at [b.deegan@sjb.pfcmat.org](mailto:b.deegan@sjb.pfcmat.org).**

If you have any feedback on the application process, and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org). *Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Please see link to our school's Child Protection Policy [here](#).*



# Job Advert



The Salesian Academy of

**St. John  
Bosco**

**Post Title: Finance Assistant**

**Pay Scale: Grade F SCP 12-17 £26,421 - £28,770 (Pro-Rata)**

**Contract: Permanent - 36 Hours per week Term time +10 days**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

## **Our Values:**

**Unity** - working together for excellence.

**Excellence** - to strive to be the best.

**Love** - respect and care for others and treat them as you want to be treated.

**Service** - following the teachings of Christ to become valued members of our communities.

We are looking to appoint a dedicating and hardworking individual to maintain and improve our finance function and provide an environment where children will thrive and learning will flourish.

The successful candidate will be working 36 hours per week in a permanent position.

If you are multi-skilled, have a 'can do' attitude and you are looking for a new challenge then this is the role for you. The role will be both challenging and rewarding.

**Please see link to our school's Child Protection Policy [here](#).**

**Closing date of Friday 8<sup>th</sup> November at 9AM**

Interviews to take place during week commencing 11<sup>th</sup> November

## Job Description



**Job Title: Finance Assistant**

**Pay Scale: Grade F SCP 12-17 £26,421-£28,770 (Pro Rata)**

**36 hours per week, term time plus 10 days**

**Location: The Salesian Academy of St John Bosco**

### **Overall Responsibilities**

Working as part of the Finance team, supporting the Business Manager to ensure the school meets its financial regulations.

Promoting the highest standards of business ethos within the finance function of the school encouraging the most effective use of resources, maintaining best value in support of the school's overall objectives.

### **Specific Responsibilities**

- Undertake processing of various income to include Parentpay, catering income and Educational Visits
- Assist with financial operations to ensure that all tasks required maintain robust financial procedures and effective use of resources are completed efficiently and with accuracy.
- Process monthly overtime, travel and duty claims, providing information to our external HR/Payroll provider.
- Print off financial reports from the Access financial software as requested by the Business Manager to support departments monitoring of their budget.
- Monitor variances, and take steps to address them in response to income held in suspense accounts in relation to Catering and other provision across school.
- Undertake journals and internal transfers to balance month end ledger codes as directed
- Undertake processes to support financial year end under the direction of the SBM.
- Liaise with external agencies to update supplier lists, banking and other financial information as required.
- Liaise with external agencies to monitor and update details in relation to service agreements and contracts across the school.
- Support the banking and on-line payment functions across the MAT.

*The Pope Francis Catholic Multi-Academy Trust and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.*

*Please see link to our school's Child Protection Policy [here](#).*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



## Person Specification



The Salesian Academy of  
**St. John  
Bosco**

Applicants must meet all of the essential requirements for this post.

| Qualifications and Professional Development  | Essential | Desirable |
|--|-----------|-----------|
| A relevant qualification and/or experience working within a finance function for more than 2 years | ✓         |           |
| GCSE qualification in Maths and English  | ✓         |           |
| A CSBM/DSBM qualification  |           | ✓         |

| Knowledge, Skills and Competencies   | Essential | Desirable |
|--|-----------|-----------|
| Experience with ACCESS financial system or other school based financial systems                      |           | ✓         |
| Experience of SIMS   |           | ✓         |
| Knowledge of financial/management accounting   |           | ✓         |
| Proficient in IT and computer based systems including Microsoft Excel                                | ✓         |           |
| Understanding of financial controls and audit procedures   |           | ✓         |
| Evidence of knowledge, understanding and skill in generating orders, invoices and reconciling income | ✓         |           |
| Well organised and flexible approach to work   | ✓         |           |
| Ability to work constructively and supportively as part of a team                                    | ✓         |           |
| Able to work on own initiative but seek advice from others when necessary                            | ✓         |           |
| Ability to organise and manage financial information   | ✓         |           |
| Ensure the integrity and confidentiality of financial information and records                        | ✓         |           |
|  |           |           |

## Person Specification Continued...



The Salesian Academy of  
**St. John**

### **Personal traits – The successful candidate will:**

Work well under pressure and manage their workload

Have strong inter personal skills

Establish constructive relationships and communicate with others both internally and externally to the Trust

Work in a way that encourages a positive work environment that is solution focused and proactive for all.

Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff

*Applicants should be able to provide a well constructed and concise application providing demonstrable evidence of the essential requirements for the role.*

*The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.*



**Pope Francis**  
Catholic Multi Academy Trust