



## **Director of Finance**

**Salary: Grade 6 (£49,498 - £61,269)**

**Hours of Work: Full time**

**Permanent position**

**Benefits: Flexible Working Arrangements, Employee Assistance Programme,  
CPD Opportunities, Local Government Pension Scheme.**

**Location: Hybrid Working Arrangements based at the MAC Central Office (Aston,  
Birmingham), Schools, and some home working**

**Start date: As soon as possible**

St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing seven Primary and two Secondary Schools, all based in Sutton Coldfield, Walmley, Erdington and Aston.

The ethos of St John Paul II Multi Academy is Catholic and was founded by the Catholic Church to provide education for children of Catholic families.

As a Catholic multi academy, we aim to provide a Catholic education for all our pupils. As a Catholic multi academy, Catholic doctrine and practice permeate every aspect of every one of our school's activities. It is essential that the Catholic character of the school's education be fully supported by all staff within the multi academy. We therefore hope that all staff will give their full, unreserved and positive support for the aims and ethos of the St John Paul II Multi Academy. This post can be undertaken by either a practising Catholic or someone who is non-Catholic.

**We have an excellent opportunity for an experienced and enthusiastic individual to join our dedicated team as Director of Finance. The successful candidate will lead the finance department processes, ensuring compliance with Academies Handbook. The post holder will lead on Trust Finance matters; including preparing an annual budget for the Board of Directors and managing day to day operational spend. The post holder will provide specific expertise in long-term financial management ensuring that all requirements of the Department for Education (DfE) and Education Skills Funding Agency (ESFA) are met.**

**The Job Description and Person Specification, including requirements of knowledge and experience, is provided with this advertisement. Prospective applicants should address all elements of the Person Specification prior to making an application.**

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. St John Paul II Multi Academy is an Equal Opportunities employer. The Multi Academy is committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment. A DBS check is required for all successful applicants. An online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

**The deadline for applications: Tuesday 14th May 2024 by 12.00pm  
Interview date: Interviews will take place during W/C 20th May 2024**

**If this sounds like the right opportunity for you please follow the online application process under the 'vacancies' section at <https://johnpaulii.co.uk/vacancies/>  
For further information, please email [hr@sjp2.net](mailto:hr@sjp2.net)**

### **St. John Paul II Multi Academy**

Registered Office: c/o Sacred Heart Catholic Primary School, Earlsbury Gardens, Birmingham, B20 3AE

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Catholic Senior Executive Leader (CSEL): Mr M. Emery

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