



Hub Business Manager

For our Schools in Shropshire, Telford & Wrekin

‘Providing an inspirational, outstanding Catholic education for all the children and young people in our schools.’

Honourable purpose / Respect / Co-operation/ Compassion/ Stewardship

Our Lady Help of Christians Catholic Academy Trust

Tel: 01625 643039

E-mail: enquiries@olhoc.org.uk

‘A family of schools who work together, share together and care together.’

Salary: Grade 10 (£40,476 - £46,581)

Hours: 37

Contract type: Permanent, Full Time and Full Year. (Part time hours would be considered)

Reporting to: Trust Finance Manager

Closing Date: 28/04/2025

Interviews to confirmed

The Trust Hub Manager provides financial and H&S support to School Business Managers and Leadership within each of our schools in Shropshire, Telford & Wrekin. This position is seen as crucial in fulfilling each schools financial and compliance responsibilities and will play a central role in the financial stability and success of each school.

This is an exciting opportunity for an experienced finance manager to join our growing Trust as Hub Business Manager. The successful applicant will initially work across four of our primary schools based in the Shropshire and Telford & Wrekin area providing financial, H&S compliance, HR, and administrative support. As the Trust continues to grow the number of schools will increase to seven primaries and one secondary school. The official work base will be a school in the central Telford area although there will be a mix of home working, visits to all schools within the hub area and regular visits to the Trust head office in Macclesfield.

The post holder will be an experienced individual and will have a successful track record of working within finance and hold the relevant finance qualifications. The role will involve the production of monthly

management accounts, the preparation of accurate and timely finance reports to the Trust, Headteachers and Local Governing Bodies, assist in the setting and monitoring of school budgets and liaising with school administration staff in the management of all school contracts and health and safety requirements. They will need to establish and maintain good working relationships and identify and provide training to school administrative and support staff as required.

What we offer:

- A competitive salary and option to join the Local Government Pension scheme
- Professional development opportunities to further enhance your career
- A supportive and collaborative working environment
- Access to an Employee Assistance Programme including access to high street discounts

The successful candidate will:

- Have significant experience of working in finance and be AAT3 qualified or an equivalent qualification
- Have experience of working within educational finances
- Be able to work independently and with initiative
- Have excellent communication skills
- Have a good working knowledge of Microsoft programmes such as Excel and Word.
- Have a professional manner and be flexible in their approach
- Hold a full UK driving licence and be willing to travel

Further details can be found on the Trust website, <http://www.olhoc.org.uk/page/?title=Vacancies&pid=10>

To Apply:

We understand and want to support a healthy work – life balance, we welcome applications from candidates who require flexibility.

We are committed to diversity and inclusion and therefore welcome applications from all suitably qualified and experienced people.

Applicants are required to complete the following documents:

Hub Business Manager Application Form/Rehabilitation of Offenders Form/Reference Request Form

Applications should be sent to the Trust Finance Manager on the following email, if you would like to arrange an informal discussion regarding the role please contact Becky Sidebotham, Trust Finance Manager. B.sidebotham@olhoc.org.uk

Our Lady Help of Christians is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check with Child Barred List check.

All posts are offered subject to agreement to sign the Catholic Education Service contract of employment with Our Lady Help of Christians Catholic Academy Trust. We are committed to equality and welcome applications from all sections of the community. This role is not reserved and there is no requirement for the post holder to be a practising Catholic but should uphold our principles and values in all aspects of their employment.