



Contact Us

A full application pack is available from our website. All completed applications are to be sent to Sarah Lee

Phone – 01384 210542

Online - [www.emmausmac.com](http://www.emmausmac.com)

For specific questions about the role and/or to request a visit, please contact Sarah Lee

TEL: 01384 210542

E-Mail: [slee@emmausmac.com](mailto:slee@emmausmac.com)

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

# We are recruiting for a Grade 6 Accounts Assistant

**Salary Range: Grade 6 (SCP 12-17) £27,711 to £30,060 per annum FTE**

**5 days per week, All Year Round, 37 hours per week – Negotiable for the right candidate**

Emmaus Catholic MAC is looking to appoint a committed, enthusiastic and ambitious Grade 6 Accounts Assistant based at our Central Team Offices, at the Waterfront, Brierley Hill.

**Putting our children and young people first, always**, the core purpose of the Central Team Services is to support our fourteen Emmaus Catholic MAC schools so that Principals and key staff can focus on driving high quality teaching and learning for ALL pupils, in all of our schools, in line with our MAC vision:

**“Excellent Catholic education for all, in the heart of our communities: nourishing faith, nurturing talent and fostering aspiration”**

The successful candidate will play a key role in delivering our MAC vision by supporting Emmaus Catholic MAC’s Finance function with the day-to-day financial activities. Our finance team members are talented, professional, supportive, caring and ambitious to achieve success. We are looking for an equally talented and dynamic team member to strengthen further our already excellent finance provision.

If you meet the requirements of the job description and person specification and feel that you could make a positive difference to our financial services, then we can’t wait to receive your application.

**Closing Date: Sunday 23<sup>rd</sup> February 2025**

*Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*

*Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or during the interview*



THE ARCHDIOCESE *of* BIRMINGHAM

