



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

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

TEL: 01384 210542

E-MAIL: slee@emmausmac.com

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for 2 Grade 6 Accounts Assistants

Required for an immediate start

Salary Range: £22,183 to £24,492 per annum 5 days per week, All Year Round, 37 Hours.

Grade 6 (SCP 12-17)

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 ten 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: Monday 25th October 2021

Interviews: Thursday 28th October 2021

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.

