****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:**  **GRADE:** | Regional Finance Officer  SCP28 £25,463 |
|  | E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. |
| **PURPOSE OF JOB**  To contribute to the effective running of the Central Finance Team, providing financial and administrative support under the direction of the Regional Senior Finance Manager.  To provide efficient management of the South West Region Academies finances to include day to day accounting procedures and recording of all financial transactions accurately and month end/year end procedures. To lead and manage a small Finance Team. | |
| **Line managed by**: Regional Senior Finance Manager  **Line managing**: Finance Assistants | |
| **KEY RESPONSIBILITIES**  Working as part of the Bristol Finance team providing finance services for South West E-ACT Academies and the Regional Team. Oversee the processing of invoices and purchase orders. Be responsible for the completion of bank reconciliations, accruals, prepayments, payment runs, aged debtors, aged creditors and liaising with Head teachers and Academies to provide a high quality finance service. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the Finance Team regarding excellence and professionalism. | |
| **MAIN ACTIVITIES**   * To monitor expenditure against budget headings and report any variances across all cost centers to the Regional Senior Finance Manager. * To maintain effective financial administration systems in order to provide an efficient support service to all Academies and to offer advice to Academies and Head teachers to ensure that the Academy achieves best value at all times. * To assist the Regional Senior Finance Manager with matters relating to accounts and audits regarding preparation of audit visits and reporting. * To support Academies across the region with finance queries and compliance. * To oversee and be responsible for the team processing key tasks as outlined below: * Process orders within the 5 day timescale * Finance queries within 3 day timescale * Process invoices * Aged creditors * Aged debtors * New supplier set ups * Fixed asset register updates * Current commitments reviews * Statement reconciliation * To complete the following key tasks: * Process and sign off of payment runs * Bank reconciliations * Month end processes * Year End processes * Income reconciliation * Balance sheet reconciliations * IR35 checks * Monthly/Year End Fixed Asset reconciliation to balance sheet * To ensure the finance team meet the key performance indicators of the Finance Service Level Agreement between the Academies and the central finance team.      * To follow the guidelines set out in all E-ACT Finance Polices and the Scheme of Delegation. * To manage a small finance team – to include Performance Management, sickness absence etc. * To attend relevant training courses as and when required. * To undertake any other duties appropriate to the grade of the post as requested by the Regional Senior Finance Manager. | |
| **Additional duties:**   * Comply with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of E-ACT. * Participate in training and other learning activities and performance development as required. * Recognise own strengths and areas of expertise and use these to advise and support others.   Special Conditions  Work across regional locations. | |