



**St Gabriel**  
the Archangel  
Catholic Multi-Academy Trust

## Regional Finance Officer

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### Job Description

Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

## Purpose of the Role

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Provides operational finance business partnering support to assigned academies and regional stakeholders, contributing to accurate financial information, strong controls and responsive service to enable effective decision-making, value for money and improved outcomes for pupils.

Reporting to the Regional Finance Manager, the postholder supports budgeting, forecasting, performance monitoring and financial administration across academies. The role plays a key part in embedding consistent processes and controls within the Finance Shared Services operating model and supporting academy leaders with reliable financial insight and day-to-day finance support.

## Core Accountabilities

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- Provide operational finance support to assigned academies and regional stakeholders, ensuring transactions and information are accurate and compliant with Trust procedures.
- Support the Regional Finance Manager with budgeting, forecasting, reporting and information requests.
- Maintain high standards of financial stewardship, governance and compliance with Trust financial regulations, ESFA requirements and the Academies Trust Handbook.
- Deliver responsive support to academy staff and internal stakeholders, ensuring a professional and solution-focused service.
- Contribute to shared services mobilisation, standardised processes and continuous improvement.

## Specific Responsibilities

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### **Business partnering and operational support**

- Act as a key operational finance contact for assigned academies, supporting staff with day-to-day finance queries.
- Support the Regional Finance Manager with preparation of budget and forecast information, schedules and supporting documentation.
- Assist with month-end activities, including provision of reports, reconciliations and evidence.

- Help maintain strong working relationships with academy staff and regional stakeholders.
- Attend regional and principal finance meetings.

### **Performance support and value for money**

- Support analysis of academy financial performance by maintaining accurate financial records and supporting reporting activities.
- Assist with preparation of information for benchmarking, spend reviews and value-for-money initiatives.
- Help review month-end management accounts (including accruals, prepayments and commitments) for accuracy and completeness.
- Preparing, and posting of, the monthly payroll journal and payroll-to-budget software (IMP) reconciliations, ensuring discrepancies are investigated and actioned promptly, and that salary information is accurately maintained to support reliable budgeting and forecasting.

### **Procurement and contract management support**

- Provide finance input into supplier tenders and contract discussions, ensuring pricing models and payment terms are clearly understood.
- Support contract performance management by reviewing financial aspects of SLAs and identifying variances or opportunities for supplier credits.

### **Shared services mobilisation and continuous improvement**

- Support implementation of standardised finance processes across academies.
- Identify opportunities to improve accuracy, efficiency and customer experience.
- Participate in training and development activities and contribute positively to team performance.
- Support onboarding of academies into shared services processes as required.

### **Governance and compliance**

- Follow Trust financial regulations, internal controls and ESFA requirements at all times.
- Maintain confidentiality and professionalism when handling financial information.
- Proactively highlight issues or risks to the Regional Finance Partner to support timely resolution.
- Ensure organised records are maintained to support audit and compliance activity.

### **Leadership behaviours**

- Values-led and aligned to the Trust's mission and ethos.
- Acts with professionalism, integrity and attention to detail.
- Collaborative and solution-focused; builds positive relationships with academy and central teams.
- Takes ownership of tasks and delivers to agreed standards.
- Demonstrates an improvement mindset and willingness to learn and adapt.

## Safeguarding Commitment

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St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

## Benefits

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- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment