

## **Regional Finance Officer**

### **Role summary**

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**

- 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**

#### **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.