



Job Description

POST:	Regional Finance Officer
RESPONSIBLE TO:	Deputy Regional Finance Manager or Regional Finance Manager
GRADE:	GLPC 504 points, SO1, Range SCP 22-26
EVALUATED:	November 2019
KEY RELATIONSHIPS:	Regional Finance Manager, (Regional Assistant Finance Manager), Regional Finance Assistants, Academy based staff
LOCATION:	Oasis National Office (Lower Marsh), travel to Academies within the Region where necessary
JOB PURPOSE:	Under the direction and leadership of the Deputy/Regional Finance Manager, to support the effective financial management of the Academies within the Region. The postholder will be responsible for the day to day supervision of the Regional Finance Assistant(s).

DUTIES (COVERING ALL ACADEMIES WITHIN THE REGION):

1. General

- Ensure that all transactions are actioned in line with Oasis Financial Policies, DfE Finance Policy and within statutory financial regulations. Completing spot checks on the accuracy of postings completed by the Regional Finance Assistant(s)
- Complete the month end workbook for the region in accordance with issued instructions (incorporating the responsibilities detailed below)

2. Purchase ledger

- Ensure that the regional purchase ledger is controlled and monitored
- Ensure that purchase requisitions are received from Academies within the region and processed on the accounting system in a timely manner by the regional finance assistant(s)
- Check and authorise all purchase orders to the designated approval level, including agency staff
- Ensure that there is sufficient budget allocation to cover expenditure requests and to refer any requests that exceed their budget allocation to the Regional Finance Manager
- Review and authorise the weekly BAC's payment run, where necessary, ensure cheques are raised and issued to suppliers

3. Sales ledger

- Ensure that the regional sales ledger is controlled and monitored
- Ensure that sales orders/ requests are received from Academies within the region and processed on the accounting system in a timely manner by the Regional Finance Assistant(s)
- Ensure that appropriate systems are in place to ensure that income is received, recorded and held in a secure place until deposited at the bank

4. Bank account:

- Ensure that the regional bank account is controlled and monitored
- Ensure that paying in slips/ remittances are received from Academies within the region and processed on the accounting system in a timely manner by the regional finance assistant(s)
- Review and authorise requests for payment
- Ensure that the regional bank account is reconciled on a weekly basis and that any outstanding items are dealt with promptly

5. Other balance sheet items:

- Ensure that petty cash returns are received from Academies within the region and processed on the accounting system in a timely manner by the Regional Finance Assistant(s) and that a month end reconciliation is undertaken to ensure that actual funds held balance to the ledger across the region
- Ensure that credit card returns are received from Academies within the region and processed on the accounting system in a timely manner by the Regional Finance Assistant(s)
- Under the supervision of the Regional Finance Manager, ensure that all adjustments for prepayments, accruals, accrued and deferred income are processed on a monthly basis
- Ensure that all balance sheet control accounts are completed on a monthly basis as part of the month end workbook

6. Budget monitoring:

- Working with the Regional Payroll Officer, ensure that the monthly payroll costs are reconciled against budgeted costs and any anomalies are reported to the Regional Finance Manager
- Provide detailed financial support and advice to assist budget holders within Academies in maintaining their budgets (produce and distribute the monthly cost centre reports for budget holders)

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, local Academy policies and codes of practice.

Safeguarding Statement

Oasis Community Learning is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Regional Finance Officer

Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community. For further information, please refer to the Vision and Values section of Oasis Community Learning website.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at A*-C or level 2 equivalent To hold Association of Accounting Technicians or similar qualification 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> Excellent ICT Skills including word processing and Excel Excellent numeracy, written and oral communication skills Strong ability to analyse and interpret financial information and to present and report accurate financial information Excellent organisational skills, ability to show initiative and to pay close attention to detail Successful experience of working in Finance Knowledge and experience using accounting software package Excellent inter-personal skills with confidence to liaise with staff at a senior level 	<ul style="list-style-type: none"> Previous successful experience working in Finance in education or the public sector Previous experience of successfully supervising or leading a small team
Personal Qualities	<ul style="list-style-type: none"> Honest and trustworthy Ability to work effectively with a range of people – staff, outside 	

	<p>agencies</p> <ul style="list-style-type: none">• Ability to independently organise and prioritise work and deliver to tight deadlines• Ability to concentrate on detailed pieces of work for long periods of time• Ability to work independently and as part of a team• Ability to interpret and follow procedures• Self-motivated and committed to self-development• Ability to reflect• Commitment to safeguarding and promoting the welfare of children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working in a range of challenging situations• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos	
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