

JOB DESCRIPTION

| | |
|--------------------|--------------------------|
| JOB TITLE: | Finance Officer |
| MANAGED BY: | Finance Business Partner |
| GRADE: | 6 |

BACKGROUND

The West of England Combined Authority is seeking to appoint a Finance Officer to join the Finance team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The purpose of this job is to work within a small finance team and to provide support on a wide range of financial activities within the West of England Combined Authority including the Local Enterprise Partnership (LEP) and related bodies.

KEY RESPONSIBILITIES

- To ensure that all journals and other financial transactions are processed in a timely, accurate and effective manner.
- To help maintain trackers and ensure they reconcile to the financial system and to the Grant Management and Assurance records.
- To assist in the preparation of the draft consolidated monthly Management Board financial reports, and interim outturn forecasts.

- To complete, review and clear balance sheet control accounts and maintaining appropriate documentation to support the audit.
- To support the Finance Business Partner in the production of disclosure notes and supplementary financial analysis for the Statutory Accounts within agreed timetables. Liaising with both Internal and External Auditors.
- To complete and review and carry out general reconciliations.
- To provide financial and management accounting information, both regular and ad-hoc, to Directors and Managers within the Combined Authority to enable them to manage their financial resources effectively.
- To assist in preparation and submission of returns to relevant Government Departments or other funding agencies.
- To assist in annual budget process when required.
- To challenge and improve financial systems, processes and controls.
- To become a competent user of all (relevant) aspects of Agresso (or other financial system used by the Combined Authority) and undertake the training of all new users within the organisation.
- To liaise proactively, with staff within the Combined Authority and with external bodies, Councils, Government Bodies, suppliers as required.
- Any other duties as requested commensurate with the grade.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- 5 GCSEs or Equivalent (inclusive of English and Maths)
- Working towards AAT or equivalent qualification or embark on training towards that qualification or finance officer experience.

Experience

- Practical experience of relevant spreadsheet applications and modern computer- based Financial Management and Information systems.
- 2 years' experience in financial environment processing transactions (invoices, journals) undertaking reconciliations, producing reports from financial systems, dealing with other financial information

Skills and Competencies

- Strong verbal and written communication skills at all levels.
- Ability to work confidently with Director level staff.
- Excellent numeracy and analytical skills and ability to present complex research and intelligence findings in a clear and understandable manner to a range of audiences.
- Ability to work to deadlines and under pressure.
- Interpersonal skills, flexibility of approach, drive and enthusiasm.

DESIRABLE

Qualifications and Knowledge

- Educated to A Level, BTEC National, or equivalent.
- 2 years' experience in a Public-Sector Organisation
- Ability to prepare and deliver training material to non-financial staff on an individual or small group basis
- Understanding of Agresso
- Knowledge of local government finance

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £12 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.