

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Finance Officer** |
| **MANAGED BY:** | Finance Business Partner – Capital Delivery |
| **GRADE:** | 6 |

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| **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. |

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| THE ROLE |
| Reporting to the Finance Business Partner for Capital Delivery, the Finance Officer will provide support on a wide range of financial activities within the West of England Combined Authority including journal posting, making payments, reconciling control accounts, supporting treasury management and year end accounts preparation. |

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| KEY RESPONSIBILITIES |
| * To ensure that invoices, journals, grant payments and other financial transactions are processed in a timely, accurate, effective manner, resolving supplier and other queries. * To complete, review and clear bank account and balance sheet control account reconciliations monthly and maintain appropriate documentation to support the audit. * 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 maintain the Finance Outlook inbox and ensure all queries are actioned. * Maintain and update Grant Register. * To support the Financial Accountant in the planning, preparation and production of the final statement of accounts in accordance with International Financial Reporting Standards including the production of disclosure notes and supplementary financial analysis within agreed timetables. Liaising with both Internal and External Auditors. * To assist in preparation and submission of grant claims and returns to relevant Government Departments or other funding agencies. * To challenge and improve financial systems, processes, and controls. * Any other duties as requested commensurate with the grade. |

PERSON SPECIFICATION

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| ESSENTIAL (MUST HAVE) |
| **Qualifications and Knowledge**  5 GCSEs or Equivalent (inclusive of English and Maths)  To hold the AAT or equivalent qualification or embark on training towards that qualification or relevant finance officer experience. |
| **Experience**  2 years’ experience in a 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.  Practical experience of relevant spreadsheet applications and modern computer-based Financial Management and Information systems.  Experience in a Public-Sector Organisation |

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| REWARDS AND BENEFITS |
| Alongside a competitive salary, we offer an excellent benefits package including:   * 25 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 are about to move into a new bright, airy, modern office space, with all 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.* |