**Finance Assistant**

This is a great opportunity for an effective finance assistant to play an integral role in the smooth operation of the finance function at a Birmingham secondary school.

**Ark**

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

Our highly-successful network of 38 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement. Our innovative Ventures are transforming the lives of young people by addressing some of the most intractable issues in education, both in the UK and internationally.

**The Role**

This is a school based position located at Ark Boulton Academy in Birmingham.

As the Finance Assistant, you will be an integral part of the team responsible for ensuring high standards of financial integrity within the academy. You will manage the day-to-day financial processes and administrative procedures required of the academy, ensuring compliance with the requirements of the Academies Financial Handbook.

- **Reporting to:** Finance Manager
- **Start date:** ASAP
- **Location:** Ark Boulton Academy
- **Contract:** Permanent, full-time
- **Salary:** £18k – £22k depending on experience – Term Time Only plus 4 weeks
- **Closing date for applications:** 11am on 22nd August 2019
- **Interview date:** Friday 30th August

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*
Job Description: Finance Assistant

Reporting to: Finance Manager
Start date: As soon as possible
Location: Birmingham Region
Contract: Permanent
Salary: £18k – £22k depending on experience – Term Time Only plus 4 weeks

The Role

As the Finance Assistant, you will be a key member of the team responsible for ensuring high standards of financial integrity within the region’s academies. You will manage the day-to-day financial processes and administrative procedures as necessary, ensuring compliance with the requirements of the Academies Financial Handbook. Whilst being based predominately at Ark Boulton, you will be required to support and work across other Ark Birmingham Schools as and when required.

Key Responsibilities

• Maintain financial records and filing systems, ensuring that they are ready for audit
• Assist the Finance Manager with the production of financial reports for internal and external use
• Prepare monthly bank reconciliations and support the Finance Manager with monthly control account reconciliations
• Process authorised purchase orders, receive delivered goods and prepare invoices for payment
• Manage the receiving, recording and safekeeping of all cash income
• Ensure that approved procedures are followed in ordering, receipting and authorising purchases of goods and services
• Make sure that invoices for services are raised promptly and receipt of income monitored
• Take responsibility to order and maintain school supplies and liaise with the relevant staff to ensure supplies are stored and distributed
• Work with other finance staff within the regional team to share best practice
• To undertake ownership for various projects to meet the needs of the Academy in order to achieve project goals and assist the effectiveness of the Academy

Other

• Carry out other reasonable tasks as directed by the Finance Manager
• Actively promote the safety and welfare of our children and young people
• Ensure compliance with Arks data protection rules and procedures
This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Finance Assistant**

**Qualification Criteria**
- Right to work in the UK

**Knowledge, Skills and Experience**
- Experience of running effective administrative and financial support, ideally within a school environment.
- High level of proficiency with Microsoft Office
- Experience using a financial database, with the interest to learn and use other new technologies

**Personal Characteristics**
- Genuine passion for and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Works productively in a high pressure environment
- Listens well, communicates clearly and fluently
- Works in a systematic, methodical and orderly way
- Manages time effectively
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Have high standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults.

**Other**
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*