

Job Description: Regional Finance Officer

Reports to: Finance Manager

Location: East Croydon, South London. Travel may be required across the South London region and to Ark School's Head Office in White City

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £24,000-£30,000 (depending on experience)

Are you looking for an exciting opportunity where you can be part of a strong team? Do you have a passion for finance processes and embedding best practice? Do you have a head for numbers? If so, this might just be the perfect operations role for you! This is a full-time, permanent role. You'll report into the Senior Finance Manager and will also work with the relevant Principal and Operations leads at the school(s) you are supporting while working collaboratively with other central teams across the Ark network.

Ark is an international charity, transforming lives through education. We exist to give every young person, regardless of their background, a great education and real choices in life. In the UK, we are a network of 39 schools, educating around 28,500 pupils in areas where we can make the biggest difference. We also incubate start-up programmes (Ark Ventures) that improve the education system.

About the role:

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As Regional Finance Officer, your role is an integral part of the schools in the region, responsible for ensuring high standards of financial integrity. Depending upon which school you are supporting, you will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academy Trust Handbook. Your duties in each school may vary as you may be required to support the current Finance team(s) in place.

Key Responsibilities:

- Working closely with the Finance Manager and Operations leads to ensure the continuing financial stability of the school
- Placing orders, receiving goods and maintaining a professional relationship with suppliers
- Ensuring accurate and timely processing of purchase invoices and other documents using Concur and PS Financials accounting software, reconciling supplier statements, and preparing payment runs for authorisation
- Reconciling schools bank accounts, credit card statements and financial ledgers
- Operating petty cash; receiving, recording and banking monies paid into the school, ensuring all monies outstanding are collected
- Assisting the Finance Manager with the preparation of month end and year end accounts

- Working with the Operations leads to ensure goods and services are processed in compliance with current and relevant procurement legislation, ensuring best value is achieved
- Assist with the administration of school's ParentPay (or equivalent) system
- Support the Finance Manager in driving forward change and initiatives which promote regularity, propriety, value for money and best standards
- Promote regional working across the South London Finance team by sharing best practice through regular communication and presentation and team meetings

Other:

- Carry out other reasonable tasks as directed by the Finance Manager
- To be willing to undertake appropriate training in line with contractual duties
- Support other schools in the region as necessary

Person Specification: Finance Officer

Qualifications

- English and Maths GCSE grade A-C, or equivalent

Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Office, especially excel, PSF financials and Concur (desirable)
- Experience using financial databases and confidence and interest in learning new technologies

Personal Qualities

- 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
- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with colleagues and other stakeholders
- Ability to manage own time to enable multi-school regional working
- Works productively in a high pressure environment
- Helpful, approachable and positive nature
- 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
- Willingness to join in the life of the school

Other

- Right to work in the UK
- 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; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more