

Job Description: Regional Finance Manager (London Primary)

Reports to: Finance Director

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: FTC (6 to 9 months)

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

Salary: £42,000

About the role:

As a Regional Finance Manager (RFM), you will be an integral part of the team responsible for ensuring high standards of financial probity across the academies in the region. This role supports all schools within the London Primary region and is a key regional role, working closely with the Regional Finance Director.

You will work closely with 3 to 4 primary schools and you will manage and implement key regional projects, develop best practice, training and guidance for the schools, provide school finance capacity cover where required within the region and perform month end and periodic reviews of the schools' accounts, procedures and controls.

You will lead by example and provide professional leadership across the region, in partnership with stakeholders. You will be flexible and open minded in your approach and be prepared to take on future changes within the region as required.

Key Responsibilities:

- Be responsible for regional reporting, consolidation and analysis – including for cashflow forecasting, capital planning, cost metrics and efficiencies and intra-academy charging
- Provide month end and ad hoc review and sign off school balance sheets and month end deliverables as directed by the Regional Finance Director (RFD)
- Along with the RFD, develop best practice across the region, create and maintain finance manuals and guides
- Deliver regional wide training on new initiatives and the implementation of best practice
- Take on network, regional and individual school projects as directed by the RFD
- Perform cover capacity for the finance teams across the region, stepping in to support the teams and ensure that a high level of service is still delivered to the schools as directed by the RFD. This may also include providing direct Finance Manager capacity for new start schools within the region. This could include:
 - Preparing monthly financial reports and analysis for the LGB and Finance Link Governor (FLG), meetings and attend LGBs across the region as directed by the RFD
 - Taking responsibility to produce the schools' termly reforecasts and budgets
- Taking responsibility for the schools' accounts preparation including month end journals and balance sheet reconciliations as well as invoice and financial processing where required
- Take responsibility for management accounts and monthly reporting requirement; represent the region with network wide working groups and steering committees as directed by the Regional Finance Director
- Be responsible for processing, checking and approving payments through the banking platform, as directed by the RFD
- Be pro-active in identifying and as directed by the RFD, implementing income generating cost minimising activities across the region

Person Specification: Regional Finance Manager (London Primary)

Qualifications

- Qualified/part-qualified accountant (ACCA, CIMA or ACA) or qualified by experience

Knowledge & Skills

- Experience of running effective administrative and financial systems
- Experience of working in a multi-site business and managing multiple projects and conflicting priorities
- High level of proficiency with Microsoft Office
- Experience using financial databases and confidence and interest in learning new technologies
- Ability to analyse and interpret complex information and prepare and deliver training and presentations
- Demonstrable finance management skills
- Experience of providing ad hoc financial analysis to support decision making
- Understanding of relevant legislation, policies and procedures and the ability to apply this understanding to real situations
- Professional integrity and resilience, being resourceful and solution-oriented
- Knowledge and understanding of the education sector, desirable

Personal Qualities

- Strong organisational and time-management skills
- Ability to skilfully manage and maintain effective working relationships with school principals and budget holders, governors, and other stakeholders
- Works productively in a high-pressure environment, remaining calm and professional
- 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
- Detail orientated with a flexible attitude to work, being able to multitask and meet deadlines
- A team player who can work collaboratively as well as using own initiative

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 in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).