

Job Description: Finance Manager

Reports to: Head of Financial Accounting

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

Contract: FTC (1 year)

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

Salary: £40,000 to £50,000 (depending on experience)

About the role:

Ark is a network of 39 schools in the UK that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life. We are looking for a skilled Finance Manager to join our team at Ark Schools Central office.

Reporting into the Head of Financial Accounting, this role is pivotal in transforming financial operations and helping to create more efficient financial processes. We are an efficiently operating finance team in search of a candidate to enhance and streamline our processes across several functions, including optimising tasks such as VAT and capital reporting.

Join our team to make a direct impact on the smooth and efficient function of our finance team for the benefit of our network of 39 schools.

Key responsibilities:

The focus of this role is process improvement. We are looking for someone who will implement best practices to enhance financial operations and streamline reporting processes

Projects will include:

- Driving improvements in the efficiency of quarterly Group VAT return preparation
- Streamlining capital income and expenditure reporting across the Ark Schools network
- Building a monthly Balance Sheet reporting pack for all Central locations
- Setting up the network's cash management and investment procedure

To aid process improvement, the role will also support with the following tasks:

- Preparation and submission of Group VAT returns for a network of 39 schools
- Preparing monthly Balance Sheet reporting pack for all Central locations
- Preparing reports for submission to the ESFA
- Maintain organised finance filing systems suitable for audits
- Undertake additional tasks directed by Ark Schools' Head of Financial Accounting

Person Specification: Finance Manager

Qualifications

- 5 GCSE's 9-4 or equivalent including Maths and English
- Part qualified or qualified in a CCAB qualification is highly desirable

Knowledge & Skills

- Track record of process improvement and streamlining
- Significant relevant Finance experience, preferably with a practice background
- Familiarity with the latest Charities SORP and Companies Act (desirable)
- Exposure to educational (possibly academy) funding mechanisms (desirable)
- Understanding of the complexities of finance in a large multi-site organisation
- Advanced proficiency in MS Excel (essential)
- Knowledge of Macros (desirable)
- Strong technical skills combined with a good grasp of service principles
- Highly developed skills in using accounting systems such as PSF (desirable)
- Advanced level IT skills and ability to make effective use of standard software packages such as Microsoft Word, Excel, PowerPoint and Outlook (essential)
- Strong administration skills and the ability to maintain effective systems

Personal qualities

- Excellent written and interpersonal skills, with the ability to use own initiative to work with minimum supervision is essential
- Ability to work independently, problem solve and propose solutions
- Understand and respond to feedback to achieve the desired outcome
- Adherence to instructions while exercising sound judgment
- Willingness and aptitude for learning and adapting to new systems and processes
- Positive, helpful demeanour even in high-pressure situations
- Approachable and constructive attitude

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](#).