

## Job Description: Finance Assistant

<b>Reporting to:</b>	Finance Manager
<b>Start date:</b>	ASAP
<b>Location:</b>	Ark Globe Academy
<b>Contract:</b>	Full-time
<b>Salary:</b>	<b>£22-£26k</b>

### The Role

This is a school based position located in an Ark secondary academy in Southwark. You will work closely with (and report to) the Finance Manager and will also work with the Principal and Operations Director at the school.

As Finance Assistant, you will be an integral part of the school, responsible for ensuring high standards of financial integrity. 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.

### Key Responsibilities

- Maintain financial records and filing systems, ensuring they are ready for audit
- Process authorised purchase orders, receive delivered goods and prepare invoices for payment
- Manage the receiving, recording and safekeeping of all cash income
- 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
- Assist with the reconciliation of schools bank accounts, credit card statements and financial ledgers
- Assist with the administration of cashless system used in the School
- Work closely with the Finance Manager and Operations Director to ensure the continuing financial stability of the school, supporting in driving forward finance change and initiatives which promote regularity, propriety, value for money and best standards
- Engage with finance staff from other Ark schools to share best practice

### Other

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

## Person Specification: Finance Assistant

### Qualification Criteria

- Right to work in the UK
- English and Maths GCSE grade A-C, or equivalent

### Knowledge, Skills and Experience

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