

Job Description: Finance Assistant

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

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 Officer, you will be an integral part of the school, responsible for ensuring high standards of financial integrity. You will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academies Financial Handbook.

Key Responsibilities

- Working closely with the Finance Manager and Operations Director 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 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 in to 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 Director 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 ParentPay System for the School
- Support the Finance Manager in driving forward change and initiatives which promote regularity, propriety, value for money and best standards

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 Officer

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
- Knowledge of Payroll and Pensions administration, desirable but not essential

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
- 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
- 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

- 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.