

Job Description: Commercial Finance Business Partner

Reports to: Financial Planning Manager

Location: West London – currently operating an agile working policy with two core days (currently Tue and Thurs) in our central office

Contract: Permanent

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

Salary: £45,000 to £50,000 (depending on experience)

About the role:

We are looking for someone with exceptional analytical skills to join our Central Finance Team and lead as a Finance Business Partner to several high-profile commercial departments within the organisation. You will be resilient, flexible, and able to operate in a busy environment, and excellent at managing competing demands and priorities whilst remaining calm.

You will have responsibility for partnering our ‘income generating’ ventures, and therefore commercial business acumen will be key to the role.

You will be expected to take the lead supporting budget holders with high-quality management information, supporting with budgeting and forecasting, as well as working with budget holders to identify opportunities for efficiency.

Alongside ensuring internal deadlines for month-end, forecast and budget reporting cycles are met, you will develop financial models as required to incorporate scenario planning into the support you provide. A combination of excellent excel skills combined with your experience of explaining the numbers clearly to non-finance personnel will allow you to shine in this role.

Key Responsibilities:

- Provide efficient Finance Business Partnering support to various programme teams to facilitate timely recognition of planned Income and Expenditure for effective delivery of forecasts and budgets
- Lead on month-end management accounts, forecasts and budgeting for all income generating (‘ex-core’) departments in Ark Schools
- Effectively communicate the monthly finances for your specified departments with the Financial Planning Manager and Head of Management Reporting
- Regular meetings with budget holders to take them through their year-to-date figures and ensure that they understand the financial position of their department, undertaking additional analysis as necessary
- Work closely with the Fundraising team to support Financial Planning Manager in reporting on Network Reserves ringfenced to programmes
- Lead on reporting requirements for external funders and assist the Financial Accounting team on any statutory reporting requirements for funds received
- Develop KPIS for your specified departments and track alongside finances
- Prepare steering committee finance papers for your specified departments and attend committee meetings as required
- Ensure finance updates for your departments are accurately reflected in the consolidated network papers for our Management Team, Risk and Audit Committee and Board reporting
- Develop finance training materials for your departments, to ensure they are supported through forecast and budgeting processes
- Develop financial models as required to assist budget holders with scenario planning

Person Specification: Commercial Finance Business Partner

Qualifications

- Newly qualified Accountant / 1-2 years PQE
- Educated to Degree Level

Knowledge & Skills

- An understanding of budgeting and forecasting and why it is so important
- Experience of producing and presenting finance reports
- Experience of developing financial modelling
- Excellent numerical and financial skills
- Strong computer skills using Microsoft Office (Excel, Word, Outlook) and financial databases

Personal Qualities

- Ability to communicate effectively and explain finance to non-finance professionals
- Highly skilled and adaptable 'people skills', with experience of developing great working relationships with key stakeholders across the organisation
- Helpful and positive nature, and able to remain calm under pressure
- Meticulous attention to detail and capable of meeting strict deadlines
- Team player who is flexible and adapts well to change
- Able to follow instructions accurately, but make good judgments and lead when required
- Willingness and ability to learn and operate new systems and processes and assess their effectiveness.
- Ability to plan, prioritise workload ensuring service and deadlines are met
- Understands the importance of confidentiality and discretion
- The ability to step back and critique and look for opportunities to improve

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](#).