

Job Description: Regional Finance Manager

Reports to: Senior Finance Manager

Location: West London Cluster, North London Region (home school will be Ark Burlington Danes in White City)

Contract: Permanent

Pattern: Full Time (37.5 hours per week)

Salary: £38,000 to £50,000 (depending on experience and qualifications)

About the role:

This is an exciting opportunity to join Ark Schools' Regional Finance team, supporting Ark's academies in West London.

As Finance Manager, you will be an integral part of the team responsible for ensuring high standards of financial integrity within the academies.

You will work closely with (and report to) the Senior Finance Manager and will also work with the relevant Principal(s) and Operations Lead(s) in the school(s) you support. For your home schools, you will manage the monthly financial processes, ensuring compliance with the requirements of the Academies Financial Handbook, leading financial planning and partnering with the Principal and other senior staff to ensure effective strategic decision making. You will then provide support to other schools as directed by the Senior Finance Manager.

Key Responsibilities:

As directed by the Senior Finance Manager – for your home schools and as directed across other schools in the Region:

- Ensure timely production and issue of financial reports, cash flow forecasts and returns as required, including ad hoc review and projects
- Prepare the management accounts and related analysis, posting of month end journals, ensuring bank and control account reconciliations are carried out monthly in line with the Ark month-end pack
- Prepare the monthly financial reports, analysis and updates for the Local Governing Body (LGB) and present at the meetings where required
- Prepare the annual budget and reforecasts for approval by Ark
- Take responsibility for the academy's accounting procedures, ensuring all policies and procedures are adhered to within the academy, including review of academy payment runs and payroll
- Maintain finance filing systems, ensuring that records are suitable for audit purposes
- Take responsibility for and line management of the school's finance support staff, including arranging appropriate training and development, conducting induction, probation and performance management reviews
- Support school and finance staff with purchase order and invoice processing as required
- Support the school Operations Lead to ensure goods and services are processed in compliance with current and relevant procurement legislation
- Partner with the Principal and other senior staff to ensure effective financial management, adherence to budget and strategic decision making
- Identify and pursue income generating activities
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards, and ensuring best practice is implemented across the region

Other

- Carry out other reasonable tasks as directed by the Senior Finance Manager, including support to finance teams across the Region
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark Schools' data protection rules and procedures

Person Specification: Regional Finance Manager

Qualifications

- Experienced part-qualified accountant or fully qualified accountant (ACCA, CIMA or ACA)

Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Excel and the wider MS Office suite
- High level of proficiency with PSF (accounting system), Concur (invoicing system) and HCSS (budgeting system) are all desirable
- Experience using financial databases and confidence and interest in learning new technologies
- Line management experience (desirable)
- Experience in managing and negotiating contracts, tenders and agreements (desirable)
- 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

- 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 parents, governors, community members 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

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](#).