

Job Description: Regional Finance Assistant

Reports to: Senior Finance Manager

Location: North London

Contract: Permanent

Pattern: Part time (30 hours per week-0.8 FTE)

Full Time Salary: £25,712 to £29,000 (depending on experience)

Part time Annual Salary: £20,570 to £23,200 (depending on experience)

About the role:

We are seeking a passionate Regional Finance Assistant to join our dynamic team at schools in the North London Region. In this role, you will play a key part in our daily financial operations, ensuring compliance and maintaining the highest standards of financial integrity. You will also be instrumental in optimising resources across the academies. Your responsibilities will include managing resource orders for our schools and working closely with senior leaders and the finance team to implement best practices.

The ideal candidate will:

- Have experience with financial procedures, cash handling, and maintaining cash security
- Bring experience from a school, public sector, or similar charitable environment
- Demonstrate advanced proficiency in spreadsheets and computerised accountancy software
- Embrace Ark's ethos of setting high expectations

Key Responsibilities:

- Assist the North London Region, with the day-to-day financial processes and procedures required of the academy, ensuring compliance with the requirements of the Academies Financial Handbook
- Ensure high standards of financial probity and value for money within the academy
- Work as part of the office team and support with school administration
- Contribute to the achievement of the educational vision for the academy
- To work with the Senior Finance Manager to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation and working effectively
- To work in collaboration with Ark, and counterparts in other Ark academies

Financial

- To take responsibility for the processing of financial transactions within the academy, including purchase orders, invoicing, credit card reconciliation, BACS payments and petty cash
- To undertake monthly bank reconciliations
- To achieve for the academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation and Ark policy
- To take responsibility for the receipt, safekeeping and banking of all monies received by the academy
- To maintain the finance filing systems, ensuring that records are suitable for audit purposes

Resources ordering and management

- To accurately administrate and manage the school resources ordering system across both primary and secondary phases
- To ensure procurement best practice is adhered to
- To maintain an inventory of school resources, and manage, distribute and replenish this as required

Person Specification: Regional Finance Assistant

Qualifications

- No financial qualifications are required, but would be desirable

Knowledge & Skills

- Effective team player
- Excellent literacy and communication skills, including written and oral
- Highly developed skills in spreadsheet and computerised accountancy software
- Excellent numerical and financial skills
- Highly competent computer skills, using Excel, Internet, Email and financial databases
- Has good planning and organisational skills
- Understands the importance of confidentiality and discretion
- Experience of financial procedures, cash handling and cash security
- Experience in a school, similar public sector environment or charity (desirable)

Personal Qualities

- Strong attention to detail
- Well organised and resourceful
- An interest in learning about finance and procurement
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

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
- Occasional travel between the North London Schools will be required

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](#).