

## Job Description: Financial and Systems Accountant

**Reports to:** Head of Finance Systems

**Location:** Currently operating hybrid working in our West London Office

**Contract:** Permanent

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

**Salary:** £42,000 to £52,000 (depending on experience and qualifications)

### About the role:

We are seeking a Financial and Systems Accountant to join our team. This role is pivotal in ensuring financial accuracy and efficiency across our organisation. Responsibilities include financial accounting, systems management, and other critical tasks.

If you are meticulous, analytical, and enthusiastic about financial processes and systems, this position presents an exciting opportunity to make a significant impact on Ark's success.

### Key Responsibilities:

#### **Financial Accounting**

- Perform monthly balance sheet and control account reconciliations as directed
- Assist in preparing year-end statutory accounts and external audit (Charities SORP, Companies Act and UK GAAP)
- Design and implement reports using tools like SmartView and PowerBI (PowerBI experience desirable)
- Support with the preparation of the Group VAT return for submission to HMRC
- Support with reporting to external parties, e.g. DfE

#### **Finance Systems**

- Support the Head of Finance Systems and the other members of the Systems team to maintain all finance systems
- Assist the Head of Finance Systems in reviewing and implementing improvements, including research, testing, installation and training
- Work closely with IT, Data and other teams on the development of future interfaces
- Provide timely helpdesk support for finance system queries inside our SLA
- Deliver training to staff across schools and our central office
- Ensure seamless integration between invoicing, expenses, and accounting systems
- Conduct system audits to ensure their integrity and effectiveness

#### **Other**

- Keep work instructions and user guides up to date and accessible via Sharepoint
- Provide benchmarking data as requested
- Maintain robust financial policies and controls
- Assist staff with financial policies and procedures, and ensure procedures are followed
- Maintain suitable archiving and filing systems
- Support audits (statutory, internal, and Annex G)
- Visit schools as required

# Person Specification: Financial and Systems Accountant

## Qualifications

- Educated to degree level or equivalent
- Desirable: CCAB Professional accountancy qualification (part-qualified is essential)
- Record of Continuing Professional Development activities

## Knowledge & Skills

- Strong interest in finance and data systems
- Experience navigating challenges in a large multi-site organisation with some devolved financial functions
- Proficiency in managing complex multi-site projects involving numerous stakeholders
- Highly skilled in the use of accounting, purchase order, invoicing and expense systems
- Experience with PS Financials and Concur is desirable
- Advanced level IT skills, including Microsoft Word, Excel, PowerPoint and Outlook. PowerBI experience is desirable
- Significant accounting function experience with strong reconciliation skills
- Effective presentation of financial information at the appropriate level
- Strong administration skills for maintaining effective processes and controls

## Personal Qualities

- Effective communicator with the ability to engage non-financial staff and senior colleagues
- Meticulous attention to detail and ability to meet strict deadlines
- Deep commitment to Ark's mission of providing an excellent education to all every student, regardless of background
- Ability to follow instructions and make good judgements
- Helpful, positive, and calm under pressure
- Exercises sound judgment, especially regarding 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](#).*