

Job Description: Senior Treasury and Funds Officer

Reports to: Financial Controller

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

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

Salary: £30,000 to £35,000 (depending on experience and qualifications)

About the role:

We are seeking an experienced Senior Treasury and Funds Officer to join our finance team. In this role, you will support the Financial Controller in embedding our treasury management function and ensuring the successful delivery of our investment strategy. With support from the Finance Apprentice, you will optimise accounts receivable and funds management, accurately allocating income from programme customers, donors and grants across our network. Join us and be part of a team that values excellence and innovation in finance.

Key Responsibilities:

Cash and treasury management

- Support the Financial Controller in cash flow forecasting for our network of 39 schools
- Oversee cash flow forecasting for the Central office, ensuring optimal liquidity to support our charitable activities
- Working with the Financial Controller, develop and implement the network's cash investment strategy to maximise returns
- Implement risk management strategies to safeguard our financial position
- Work with the Finance Apprentice to undertake monthly bank reconciliations and balance sheet positions

Income and funds management

- Monitor and manage funds received from donors, grants and investments
- Collaborate with Fundraising and programme teams to accurately allocate and transfer funds
- Complete monthly DfE grant reconciliations and transfers to schools
- Ensure proper receipt, recording, safekeeping and banking of any cash and cheque income
- Support the Finance Apprentice in raising sales invoices for Central locations
- Work with departments to ensure timely recovery of debts
- Handle transfers and reconciliation of trainee teacher bursaries, salaries, and other government funding

Other responsibilities

- Line management of one direct report (Finance Apprentice)
- Manage the central 'Academies Finance' mailbox, resolving queries within SLA timelines
- Maintain robust financial policies, controls and processes
- 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: Senior Treasury and Funds Officer

Qualifications

- 3 A Levels (or equivalent) including Maths and English
- AAT qualified (Essential)

Knowledge & Skills

- Extensive treasury management and accounts receivable experience, including knowledge of financial processes and procedures
- Willingness to learn and adapt to new systems and processes, assessing their effectiveness and making improvements as required
- Proficiency in financial software and Microsoft Office Suite, especially Excel. Experience using PS Financials is desirable, but training will be provided
- Effective communicator with the ability to engage non-financial staff and senior colleagues
- Skilled at fostering strong relationships with both internal and external stakeholders
- Demonstrates flexibility by working both independently and collaboratively within a team
- Meticulous attention to detail and consistently meets strict deadlines
- Upholds professional integrity and resilience, finding resourceful solutions

Personal Qualities

- Deep commitment to Ark's mission of providing an excellent education to all every student, regardless of background
- Proficient in managing and maintaining effective working relationships with colleagues and other stakeholders
- Able to follow instructions and make good judgements
- Adaptable, 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](#).