

Job Description: Finance and Systems Officer

Reports to: Financial and Systems Accountant

Location: West London – currently operating an agile working policy with two core days (Mon and Wed) in the office

Contract: Permanent

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

Salary: £26,500 to £31,000 (depending on experience)

About the role:

We are looking for a Finance and Systems Officer to join our team to provide support to our Financial and Systems Accountant in maintaining the finance systems functions and assisting with other financial tasks to ensure the efficient functioning of the finance team.

This is an exciting opportunity to become the go to person for assisting users with any issues related to the accounting system (PS Financials) and purchase ordering and invoice processing system (SAP Concur)

We are looking for a Finance and Systems Officer who will be able to resolve queries promptly, ensuring all enquiries are addressed within agreed Service Level Agreements.

Key Responsibilities:

- Taking charge of the accounting system (PS Financials), you will be responsible for creating new nominal and account codes, managing user access, and overseeing month-end and VAT periods to ensure seamless operations
- As a proficient user of SAP Concur, you will maintain user access and update workflows to comply with the required authorisation standards
- Beyond PS Financials and SAP Concur, you will provide support for other finance systems and ensure they are well-maintained and functioning optimally
- When facing complex issues that require escalation, you'll ensure they are raised efficiently to the appropriate support teams of the various finance systems
- You will play a crucial role in resolving integration errors between SAP Concur and PS Financials, ensuring a seamless flow of invoices and expenses
- Managing user accounts on Lloyds Commercial Banking Online will be part of your daily tasks, ensuring smooth banking operations
- Supporting the Financial and Systems Accountant, you will assist with month-end and year-end reporting and reconciliation requirements
- You'll maintain finance filing systems to ensure all records are organised and easily accessible, meeting audit compliance standards

Other

- Carry out other reasonable tasks as directed by the Financial and Systems Accountant
- To be willing to undertake appropriate training in line with contractual duties
- Visit schools as required

Person Specification: Finance and Systems Officer

Qualifications

- 5 GCSE's A*- C/ Grade 9 – 4 (or equivalent including Maths and English)

Knowledge & Skills

- Experience using finance systems and confidence and interest in learning new technologies
- Proficient user of accounting software and invoice and purchase ordering systems
- Experience using PS Financials and SAP Concur desirable but not necessary
- High level of proficiency with Microsoft Office, especially Excel

Personal Qualities

- Flexible team player and ability to use own initiative to work is essential
- Strong organisational and time-management skills
- Ability to skilfully manage and maintain effective working relationships with colleagues 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, and able to follow instructions accurately

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

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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](#).