

Job Description: Finance Assistant

Reports to: Finance Manager, Ark Start

Location: White City Office with occasional travel to Ark Start's nursery sites

Contract: Permanent

Pattern: Full Time (37.5 hours per week)

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

About the role:

Ark Start is looking to recruit a Finance Assistant to manage the day-to-day finance and administration across the Ark Start nurseries. We currently have two nurseries in South London, expanding by at least a further two nurseries by the end of 2024.

As the Finance Assistant, you will be responsible for ensuring the efficient and effective finance administration of the nurseries including maintaining financial reporting and procurement as well as supporting with nursery operations and parent queries.

We are looking for a passionate, hard-working and extremely organised individual who wants to be part of this exciting new venture.

Key Responsibilities:

Income and Administration

- Raise monthly sales invoices to parents and manage any queries
- Input and reconcile all payments received to the nursery booking system
- Process claims through the various childcare grant schemes
- Reconcile Local Authority funding received to booking patterns and additional claims
- Raise all sales invoices for external work completed by the team

Procurement and Supplier Management

- Raise all purchase orders
- Place approved orders with suppliers and ensure goods are received, and POs matched to invoices, for payment
- Maintain preferred supplier list and nursery procurement catalogue
- Support with setting up weekly payment runs, ensuring all approved invoices are paid promptly

Month End and Reporting

- Post income from bookings system to accounts ledger
- Support with monthly bank and balance sheet reconciliations
- Upload, and ensure accuracy of, budgets to the finance system
- Support with schedules and reporting for annual audit

Admissions and Parent Support

- Support the Admissions and Customer Services Team with
 - Parent queries on funding, fees or debt
 - Ensuring all parents have signed funding agreements prior to children starting in the nursery
 - Termly pupil number forecasts and census return to the Local Authorities

Person Specification: Finance Assistant

Qualifications

- 5 GCSEs (or equivalent) including English and Maths

Knowledge & Skills

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent organisation and planning skills
- Good understanding of the requirements of a procurement process
- Experience of working with spreadsheets and large amounts of data, desirable
- Experience of finance systems, including sales and purchase ledgers and bank reconciliations, desirable

Personal Qualities

- A commitment to the mission, vision and values of Ark Start
- Enjoys working with very young children and their families
- Ability to work flexibly, independently and as part of a team
- Willing to work flexibly, with a minimum of 3 days in the office and other days in the office/ at nursery sites as required
- Resilient and excited about working in a dynamic start-up

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](#).