

## Job Description: Regional Finance Assistant

**Reports to:** Finance Manager

**Location:** North London (home school Ark Academy, Wembley)

**Contract:** Permanent

**Pattern:** Term Time only plus 4 weeks – 37.5 hours per week

**Full Time Salary:** £24,000 to £30,000 (depending on experience)

**Term Time Only Salary:** £22,863 to £28,578 (depending on experience)

### About the role:

This is a school-based position located at an Ark all-through academy in Wembley. You will work closely with (and report to) the Finance Manager and will also work with the Principal and Operations Director at the school. You may be required to support other schools within the region should the need arise (this would primarily be remote support).

As Finance Assistant, you will be an integral part of the school, responsible for ensuring high standards of financial integrity. You assist the finance manager in the day-to-day financial processes and administrative procedures required of the academy, ensuring compliance with the requirements of the Academies Financial Handbook.

### Key Responsibilities:

- To ensure high standards of financial probity and value for money within the academy
- To work as part of the office team and support with school administration
- To contribute to the achievement of the educational vision for the academy
- To assist the Finance Manager, with the day-to-day financial processes and procedures required of the academy, ensuring compliance with the requirements of the Academies Financial Handbook

### **Financial**

- Take responsibility for the processing of financial transactions within the academy, including purchase orders, invoicing, credit card reconciliation, BACS payments and petty cash
- Undertake monthly bank reconciliations
- Be responsible for the receipt, safekeeping and banking of all monies received by the academy
- Maintain finance filing systems, ensuring that records are suitable for audit purposes
- Work with the Finance Manager to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation

### **Resources ordering and management**

- Accurately administrate and manage the school resources ordering system across both primary and secondary phases
- Ensure procurement best practice is adhered to

### **Outstanding Payment Liaison**

- Contact outstanding payment balance holders (who owe the school money) by telephone and post and agree and record approved payment plans
- Produce regular outstanding balance reports for the Finance Manager

## Person Specification: Regional Finance Assistant

### Qualifications

- English and Maths GCSE grade A-C, or equivalent
- Part-qualified AAT, ACCA, CIMA, ACA

### Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Office, especially excel, PSF financials and Concur
- Experience using financial databases and confidence and interest in learning new technologies

### Personal Qualities

- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with colleagues and other stakeholders
- Ability to manage own time to enable multi-school regional working
- 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
- Genuine passion for and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background

### 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](#).*