

Job Description: Regional Finance Assistant

Reporting to: Finance Manager

Location: Ark Globe Free School, part of the Ark Schools South London region

Contract: Permanent

Pattern: Full Time (37.5 hours per week/ standard hours 9am – 5.30pm)

Salary: £23,500 to £27,500 (depending on experience)

About the role:

This is an exciting opportunity to join Ark Schools' Regional finance team in a full-time, permanent role, supporting Ark's secondary academies in South London.

As Regional Finance Assistant your role is an integral part of the schools in the region, responsible for ensuring high standards of financial integrity. You will have a home school (Ark Greenwich Free School) where you will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academies Financial Handbook. You will work closely with (and report to) the Finance Manager as well as the Principal and Operations Manager. As a Regional Finance team member, you will also provide support to other Finance leads across the Region.

Your duties in each school may vary slightly as you may be required to support the current Finance team(s) in place.

Key Responsibilities:

- Working closely with the Finance Manager and other finance and operations leads to ensure the continuing financial stability of the school
- Placing orders, receiving goods, and maintaining a professional relationship with suppliers
- Ensuring accurate and timely processing of purchase invoices and other documents using Concur and PS Financials accounting software, reconciling supplier statements, and preparing payment runs for authorisation
- With support from school finance teams where appropriate:
 - reconciling schools bank accounts, credit card statements and financial ledgers
 - operating petty cash; receiving, recording and banking monies paid into the school, ensuring all monies outstanding are collected
 - assisting the Finance Manager with the preparation of month end and year end accounts
 - working with the Operations leads to ensure goods and services are processed in compliance with current and relevant procurement legislation, ensuring best value is achieved
 - assist with the administration of school's parent payment system

Other

- Carry out other reasonable tasks as directed by the Finance Manager
- To be willing to undertake appropriate training in line with contractual duties
- Support other schools in the region as necessary

Person Specification: Finance Assistant (Regional)

Qualifications

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

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 desirable
- 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
- Willingness to join in the life of the school

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](#).