

## Job Description: Regional Finance Assistant

**Reports to:** Senior Finance Manager

**Location:** North London (mixture of working from school mainly based in Wembley, but some likely travel to the rest of the region including Barnet and Acton)

**Contract:** Permanent

**Pattern:** Term Time only plus 2 weeks – 37.5 hours per week

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

**Term Time Only Salary:** £21,799.77 to £27,249.71 (depending on experience)

### About the role:

This is a regional position to support Ark academies in North London. This regional role will involve travel within the North London region where we have schools based in Ilford, Enfield, Wembley, Barnet, Paddington, White City and Acton. You will have set days working in Wembley, Enfield and Barnet and the remainder will be supporting the rest of the region. You will work closely with (and report to) the Senior Finance Manager and will also work with the relevant Principal and Finance leads at the school(s) you are supporting.

As Regional Finance Assistant, your role is an integral part of the schools in the region, responsible for ensuring high standards of financial integrity. Depending upon which school you are supporting, you will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academies Financial Handbook. 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 (Senior) Finance Manager and Finance 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 (Senior) Finance Manager or Finance leads 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 (Senior) Finance Manager
- To be willing to undertake appropriate training in line with contractual duties
- Support other schools in the region as necessary

## Person Specification: Regional Finance Assistant

### 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 (desirable)
- 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 (desirable)

### 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
- 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 and other professional development e.g. AAT, ACCA
- 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](#).*