

## Job Description: Regional Finance Assistant

**Reporting to:** (Senior) Finance Manager

**Start date:** ASAP

**Location:** South London (home school to be agreed with time splits across other schools in the region tbc)

**Contract:** 12-month fixed term (view to permanent),

**Working pattern:** Full time - 37.5 hours per week.

**Salary:** £22,000 – £26,000 FTE (depending on experience)

### The Role:

This is an exciting opportunity to join Ark Schools' Regional finance team, supporting Ark's secondary academies in South London. This regional role will involve travel within the South London region where we have schools based in Lambeth, Southwark, Wandsworth, Croydon and Greenwich. You will have a 'home school' where you will spend most of your time with the remainder of time supporting regional working. Your home school may vary on an annual basis. You will work closely with (and report to) the (Senior) Finance Manager and will also work with the relevant Principal, Operations 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

### Qualification Criteria:

- Right to work in the UK
- English and Maths GCSE grade A-C, or equivalent
- Part-qualified AAT, ACCA, CIMA, ACA desirable

### Knowledge, Skills and Experience:

- 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 Characteristics:

- 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
- 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:

- 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; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

*Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.*