

**Job Description:** **Office & Finance Administrator**

**Reports to:** Executive Assistant

**Start date**: September 2019

**Salary:** £24,999 pa

**The Role**

As the Office & Finance Administrator, you will be a key member of the team responsible for ensuring high standards within Ark Pioneer Academy. You will manage the day-to-day financial processes and administrative procedures as necessary. You will collaborate with the other members of the front office team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

**Key responsibilities**

* To take responsibility for the processing of financial transactions within the academy, including purchase orders, invoicing, credit card reconciliation and BACS payments
* To maintain finance filing systems, ensuring that records are suitable for audit purposes
* To accurately administrate and manage the school resources ordering system
* To ensure procurement best practice is adhered to
* Work to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
* Work with other finance staff within the regional team to share best practice
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Provide general clerical and administrative support for the school e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, etc
* Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
* Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required
* Support various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the department

**Other**

* Actively promote the safety and welfare of our children and young people
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* Ensure compliance with Arks data protection rules and procedures
* To carry out other reasonable tasks as directed by the senior team
* Complete first aid training and administer as required



**Person Specification: Office & Finance Administrator**

**Qualification Criteria**

* Right to work in the UK
* A levels or equivalent achieved

**Experience**

* Experience demonstrating excellent organisation, prioritisation and time-management skills
* High level of proficiency with Microsoft Office and IT systems; excellent numerical skills
* Experience of running effective administrative and financial support

**Personal Characteristics**

* Excellent numerical and financial skills
* Highly competent computer skills, in particular using Excel, Internet, Email and financial databases
* Has good planning and organisational skills
* Professional outlook, detailed orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Have high standards and a keen eye for detail
* Exercises sound judgment, especially relating to confidentiality and discretion

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.