

Job Description: Finance Analyst

Reports to: Financial Planning Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in our central office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £40,000 to £45,000 (depending on experience)

About the role:

We are looking for someone with exceptional Microsoft Excel skills to join our team who is resilient, flexible, and able to operate in a busy environment, managing competing demands and priorities whilst remaining calm.

This role will be responsible for supporting the production and circulation of high-quality management information. You will also lead on the consolidation of the school and central departments management accounts and run the financial benchmarking summaries for the network.

This is a great opportunity to cover the financial planning of new projects across the network, including new and transition academies, as well as the Ark Schools capital programmes. This role will also have key deliverables that will feed into board papers and the Risk and Audit committee.

Key responsibilities:

- Responsible for reporting consolidated management accounts for the network and driving reporting improvements
- Responsible for reporting financial KPIs and benchmarking for the network
- Work with the Head of Projects to review the financial feasibility of potential projects and submit project summaries to the Risk and Audit Committee and the Ark Schools Board for approval
- Prepare and present all school financial budgets and analysis to the Project Boards
- Manage the process, and reporting, for all capital projects, ensuring appropriate approvals and financial control, training budget holders as required
- Develop planning templates for standardised budgeting and reporting across schools
- Develop training materials for schools, including maintaining budget guidance and updating modelling templates
- Support the Financial Planning Manager with month end reporting, budgeting, forecast and financial modelling tasks
- Carry out other reasonable tasks as directed by the Financial Planning Manager, Head of Projects, Head of Management Reporting and Finance Director for Schools

Person Specification: Finance Analyst

Qualifications

- Part qualified to newly qualified Accountant
- Educated to Degree Level

Knowledge & Skills

- Experience of producing and presenting finance reports
- Experience of developing financial modelling
- Excellent numerical and financial skills
- Strong computer skills using Microsoft Office (Excel, Word, Outlook) and financial databases

Personal qualities

- Meticulous attention to detail and capable of meeting strict deadlines
- Team player who is flexible and adapts well to change
- Ability to communicate effectively and explain finance to non-finance professionals
- Able to follow instructions accurately, but make good judgments and lead when required
- Willingness and ability to learn and operate new systems and processes and assess their effectiveness
- Helpful and positive nature, and able to remain calm under pressure
- Ability to plan, prioritise workload ensuring service and deadlines are met
- Understands the importance of confidentiality and discretion
- The ability to step back and critique and look for opportunities to improve

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; 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.