

Job Description: Senior Finance Officer

Reports to: Finance Manager, Ark Start

Location: West London (White City) with occasional travel to nursery sites

Contract: Permanent

Pattern: Full Time (37.5 hrs per week)

Salary: £33,000 to £38,000 (depending on qualification and experience)

About the role:

Ark Start is seeking a Senior Finance Officer to oversee daily financial and administrative operations across our nurseries. We currently have two nurseries in South London, expanding by a further three nurseries by September 2024.

As the Senior Finance Officer, you will be responsible for ensuring the efficient and effective finance administration of our nurseries including maintaining the nursery booking and invoicing system, managing procurement and month end processes, and supporting with nursery operations and parent queries.

We are looking for a passionate, hard-working, and well organised individual who wants to be part of this exciting new venture.

Key Responsibilities:

Income and Administration

- Raise monthly sales invoices to parents and manage any queries
- Input and reconcile all payments received to the nursery booking system
- Set-up, manage and process claims through the various childcare grant schemes
- Reconcile Local Authority funding received to booking patterns and additional claims
- Raise all sales invoices for external work completed by the team

Procurement and Supplier Management

- Raise all purchase orders and take the lead on ensuring the procurement process for nurseries is followed
- Place approved orders with suppliers and ensure goods are received, and POs matched to invoices, for payment
- Manage preferred supplier list and maintain nursery procurement catalogue
- Support with setting up weekly payment runs, ensuring all approved invoices are paid promptly

Month End and Reporting

- Post income from bookings system to accounts ledger
- Post month end adjustments (including monthly commitments and other accruals/prepayments)
- Update nursery forecasts for the current year monthly
- Complete monthly bank and balance sheet reconciliations
- Run draft nursery management accounts for review with the Operations Director
- Upload, and ensure accuracy of, budgets to the finance system
- Support with schedules and reporting for annual audit

Admissions & Parent Support

- Support the Admissions & Customer Services Team with:
 - Parent queries on funding, fees, or debt
 - Ensuring all parents have signed funding agreements prior to children starting in the nursery
 - Termly pupil number forecasts and census returns to the Local Authorities

Person Specification: Senior Finance Officer

Qualifications

- 5 GCSEs (or equivalent) including English and Maths
- Part-Qualified or working towards professional accountancy qualification

Knowledge & Skills

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent organisation and planning skills
- Good knowledge and experience of working with spreadsheets and large amounts of data
- Good knowledge and experience of finance systems, including sales and purchase ledgers and bank reconciliations
- Good understanding of the requirements of a procurement process
- Experience of working in a customer facing role
- Experience of working in a complex, multi-site organisation desirable

Personal Qualities

- A commitment to the mission, vision and values of Ark Start
- Enjoys working with very young children and their families
- Ability to work flexibly, independently and as part of a team
- Willing to work flexibly, with a minimum of 3 days in the office and other days in the office/ at nursery sites as required
- Resilient and excited about working in a dynamic start-up

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](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).