

Job Description: Finance Manager

Reports to: Operations Director, Ark Start

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

Contract: Permanent

Pattern: Full Time (37.5 hrs per week)

Salary: £45,000 to £52,000 (depending on qualification and experience)

About the role:

Ark Start is looking to recruit a Finance Manager to manage the finance function across the Ark Start nurseries and Central support function. We currently have two nurseries in South London, expanding by a further three nurseries by September 2024.

As the Finance Manager, you will be responsible for ensuring efficient and effective finance support for Ark Start including managing all operational and month end processes and management reporting and budgeting.

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

Key Responsibilities:

Systems and Processes

- Responsible for ensuring the nursery booking/ sales ledger system is updated for all booking/ funding options and parent invoicing is managed correctly
- Work with the Ark team to ensure that the accounting system is set-up as required for Ark Start
- Responsible for ensuring that the procurement process is followed by all staff, with the finance team ensuring value for money and ordering on behalf of the Ark Start team
- Ensure income is maximised and all available funding realised

Month End and Reporting

- Complete and sign-off all month end reconciliations and prepare quarterly pack
- Prepare management accounts monthly, for internal review, and quarterly, for Ark Management Team
- Support Ark Finance with requirements for audit
- Manage apprentice levy funding and reporting

Planning and Analysis

- Set-up and manage monthly cashflow reporting to ensure Ark Start maintains positive working capital and maximises interest
- Prepare adhoc reporting for analysis
- Monitor and report on grants for regular fundraising reports
- Prepare detailed budgets annually, for sign-off by the Board, working with budget holders

Person Specification: Finance Manager

Qualifications

- 5 GCSEs (or equivalent) including English and Maths
- Professional accountancy qualification or Part-qualified with significant relevant experience

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](#).