



Finance Officer

Ark Support Staff Scale Band 7, Points 23-30 (£25,485 - £31,209) (depending on experience)
Required for: ASAP

Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.

We seek a Finance Officer to fulfil an integral role within the school, responsible for ensuring high standards of financial compliance. The Finance Officer will manage the daily and monthly financial processes within the organisation, ensuring compliance with the requirements of the Academies Financial Handbook, therefore candidates must have excellent attention to detail, organisational skills and be able to manage a number of tasks simultaneously. We welcome applications from ambitious candidates, keen to make a difference as part of the Walworth Academy family.

Our staff are:

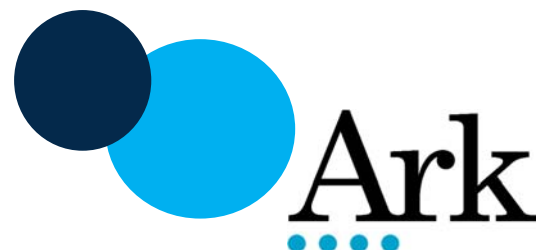
- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of behaviour, academic success, and wellbeing for all in our community
- Resilient, reflective and thoughtful professionals, seeking to develop themselves with us

In return, we offer:

- An externally recognised progression route with the support of a nationally recognised network
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (ATT, PGCE, TeachFirst, NowTeach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees*.
- A dedicated Employee Assistance and benefits package from Ark

Further details about the post and how to apply can be found on our website www.walworthacademy.org. Visits to the school are warmly welcomed.

We look forward to receiving your application





Ark Walworth Academy

Finance Officer

Reporting to: Finance Manager

Start date: ASAP

Contract: Permanent

Working Pattern: All Year Round

Salary: Ark Support Staff Scale Band 7, Points 23-30 (£25,485 - £31,209)
(depending on experience)

The Role

As Finance Officer, you will be an integral part of the school, responsible for ensuring high standards of financial integrity. You will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academies Financial Handbook.

You will work closely with (and report to) the Finance Manager and will also work with the Principal and Operations Director at the school.

Key responsibilities

- Working closely with the Finance Manager and Operations Director 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 PS Financials accounting software, reconciling supplier statements, and preparing payment runs for authorisation
- Reconciling schools bank accounts, credit card statements and financial ledgers
- Operating petty cash; receiving, recording and banking monies paid in to the school, ensuring all monies outstanding are collected
- Assisting the Finance Manager with the preparation of month end and year end accounts
- Working with the Operations Director 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 ParentPay System for the School
- Support the Finance Manager in driving forward change and initiatives which promote regularity, propriety, value for money and best standards

Other

- Carry out other reasonable tasks as directed by the Finance Manager
- To be willing to undertake appropriate training in line with contractual duties





Ark Walworth Academy

Person Specification: Finance Officer

Qualification Criteria

- Right to work in the UK
- English and Maths GCSE grade A-C, or equivalent

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 desirable
- Experience using financial databases and confidence and interest in learning new technologies
- Knowledge of Payroll and Pensions administration, desirable but not essential

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 skillfully manage and maintain effective working relationships with colleagues and other stakeholders
- 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
- This post is subject to an enhanced DBS check

This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Ark Walworth Academy

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy

Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.

September 2018