

Job Description: Senior Finance Manager

Reports to: Regional Finance Director

Location: North London region

Contract: Permanent

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

Salary: £50,000 to £60,000 (depending on experience)

About the role:

We are hiring for **two** Senior Finance Manager positions within our North London region who will manage different clusters of four schools each within the region, Further details about the clusters of schools will be discussed in more detail during the interview stage.

As Senior Finance Manager (SFM), you will play a key role in upholding high standards of financial integrity across the cluster academies. This is an exciting opportunity to join Ark Schools' Regional Finance team, supporting academies in West London.

In this role, you will deliver a high-quality financial service to the schools you support, working closely with the Regional Finance Director, as well as the Principals and Operations Leads at each of the four academies.

You will manage the monthly financial processes, ensuring compliance, accuracy and timeliness, leading financial planning and partnering with the principal and other senior staff to ensure effective strategic decision making.

Key Responsibilities:

- Work closely with school Principals and Operations Leads across the cluster to ensure financial information is up to date and available for review
- Take responsibility for the academies' financial accounting procedures, ensuring financial handbooks are kept up to date and all policies and procedures are adhered to across the cluster, ensuring a clear direction of responsibility for finance managers
- Ensure financial filing systems and records are continually updated and appropriate evidence of financial controls are always available for audit
- Ensure timely production and issue of financial reports and returns, as required for schools within your cluster
- Prepare (or review) the management accounts and related analysis, posting of month end journals, ensuring bank and control account reconciliations are carried out monthly in line with the Ark month-end/year-end balance sheet pack(s) Ensure intercompany accounts are reconciled and journals posted accordingly
- Prepare monthly cash flow forecasts for each school highlighting any areas of concern to the RFD and the central finance team
- Work with the HR leads in school to ensure payroll is processed and managed efficiently and correctly across the cluster
- Ensure that all Fixed Assets are treated in line with the Ark Policy
- Support the RFD (in partnership with other FMs and SFMs in the region) with consolidation of management accounts, forecasts and budgets

- Prepare (or review) monthly financial reports and analysis for the LGB and Finance Link Governor (FLG), meeting at least 4 times per year in line with FLG/ Governors' requests and school needs. Attend LGBs across the cluster as directed by the RFD
- Prepare (or review) annual budgets and termly reforecasting for review with the RFD and Principal, before central submission
- Ensure support and communications are consistent across the cluster, diarising regular meetings with Principals and Operations Leads, thus promoting excellent working relationships
- Take responsibility for and line management of Finance Manager(s) and Finance Assistants/Officers/Apprentice, including arranging appropriate training and development across the cluster, conducting induction, probation and performance management reviews and identifying succession plans where the opportunity arises
- Support the RFD and school Operations Leads to ensure goods and services are processed in compliance with current and relevant procurement legislation
- Be pro-active in identifying and pursuing income generating activities across the cluster
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards
- Share best practice across the region, promoting a positive environment and delivering training on new initiatives
- Take responsibility for and drive regional projects in line with central and regional priorities
- Support the cluster finance team with managing workloads, delegating and stepping in as required
- Own, analyse and report financial data in ways that underpin best practice and develop cost reduction strategies as appropriate
- Deputise for the RFD as required

Person Specification: Senior Finance Manager

Qualifications

- Qualified/part-qualified accountant (ACCA or CIMA) or qualified by experience

Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- Experience of working across several financial institutions or multiple projects, managing conflicting priorities
- High level of proficiency with Microsoft Office
- Experience using financial databases, confidence and interest in learning new technologies
- Demonstrable finance management skills, including managing through others to deliver - effectively motivating and engaging team members
- Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations
- Experience of providing ad hoc financial analysis to support decision making
- Experience in managing and negotiating contracts, tenders and agreements
- Understanding of relevant legislation, policies and procedures and the ability to apply this understanding to real situations
- Professional integrity and resilience, being resourceful and solution-oriented
- Knowledge and understanding of the education sector (desirable)

Personal Qualities

- Genuine passion for and a belief in the potential, and right to access an excellent education regardless of background, of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns and understanding how and when to take appropriate action
- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with school principals and budget holders, governors and other stakeholders
- Works productively in a high-pressure environment, remaining calm and professional
- 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
- Excellent interpersonal skills
- Detail orientated with a flexible attitude to work, being able to multitask and meet deadlines
- A team player who can work collaboratively as well as using own initiative

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](#).